



Parent/Student Handbook CDS High School

2020-2021

Mailing:

800 Fullwood Lane
Matthews, NC 28105

Physical:

201 Covenant Church Lane
Matthews, NC 28105

High School Office
704-708-6182 (phone)
704-708-6149 (fax)

*“...we are taking every thought captive to the obedience of Christ.”
– 2 Corinthians 10:5 (NASB)*

THE PURPOSE OF OUR POLICIES	3
Mission Statement.....	3
Parental Agreement.....	3
School Verse	3
Statement of Educational Philosophy.....	4
ACADEMIC/GUIDANCE.....	5
General Comments on Academics	5
Diploma and Graduation Requirements.....	5
Guidance Office SCOIR/Family Connections System.....	5
Report Cards/Transcripts	5
Drop/Add Courses.....	6
Diploma and Graduation Recognition: Valedictorian/Salutatorian	6
Honor Rolls.....	6
Senior Exam Exemptions	6
Grade Point Average Calculations.....	7
Grading Scale	7
Guidance Office Clarification for Advanced Placement Coursework/Credit.....	8
Requirements for Coursework NOT Taken at CDS	8
Guidance Office Expectations for Post-CDS Plans	9
ATTENDANCE	10
General Comments on Attendance	10
PrePlanned Excused Absences Defined	10
Excused Absences and Make-Up Work	11
Unexcused Absences	11
Tardies to Class.....	11
Signing In and Out of School.....	12
Co-curricular Activities and Attendance.....	12
DISCIPLINE	13
General Comments on Discipline	13
Guidelines and Expectations for Student Behavior.....	13
Discipline System	13
Detentions	14
Service Work.....	14
Suspensions: In School (ISS) or Out of School (OSS).....	14
Dismissal.....	14

Dignity, Conflict, Harassment, and Bullying Policies	16
Student Dignity Philosophy	16
Conflict Resolution Policy	16
Harassment Policy.....	16
Bullying Policy	17
Electronic Media Use Policy.....	18
Acceptable Use of the Internet	18
Acceptable Use of Social Media	18
Acceptable Use of Cell Phones and Smartphones	18
The School’s Response.....	19
Dress Code	20
General Comments on Dress Code	20
Guiding Principles.....	20
Specific Standards for High School Students.....	20
Specific Standards for High School Students on Professional Dress Days.....	21
Alternate Dress Codes	202
Other.....	23
Before/After School.....	23
Buying/Selling on Campus	23
Driving	23
Financial Matters	23
Food/Lunchtime Expectations.....	24
High School Clubs	24
Marriage	24
Medications	24
Photo and Creative Works Release and Consent	25
Pregnancy Policy.....	25
Search & Seizure.....	25
Service	26
Social Activities.....	26
Trips.....	26
Visitors to Campus.....	266
APPENDIX A.....	Acceptable Use Policies for Laptop Computers
APPENDIX B.....	The Lion's Code

THE PURPOSE OF OUR POLICIES

For our community within Covenant Day School to function well, it is necessary that there be consistent guidelines communicated to and followed by all. This Parent/Student Handbook is designed to ensure a clear understanding of our policies and procedures. The adherence to these guidelines will allow the CDS community as a whole to function with a unified spirit and give our students the greatest opportunity to benefit from the relationships, curriculum, and activities available at CDS. We are grateful for all of our students who represent CDS and expect them to be responsible to our community at all times and in all places, both on and off campus, throughout their days, weeks, and years while enrolled.

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.

Parental Agreement

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

Statement of Agreement: All parents will be required to sign a Statement of Agreement annually stating that they are aware of and are in full agreement with the policies and procedures of the school. This Statement of Agreement is located in Appendix B of this Parent/Student Handbook. Parents must show their agreement by signing the High School Sign-Off Agreement (found on the parent portal of the website) and returning it to school before the first day of the school year for their student to attend classes. Parents will be asked to fully support the policies and procedures of the school. Parent understanding of policies and procedures is essential for an effective partnership with the school.

School Verse

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

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.

Because man was created a spiritual being whose chief purpose is to glorify God and enjoy Him forever, 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 comprehensive biblical integration in every academic discipline and by assisting the student to acquire a mastery of the Scriptures as they apply to every discipline.

Students will be prepared through rigorous and comprehensive academic programs and co-curricular activities to fulfill their calling as they take their place in home, church, and state, and as they determine their vocation or profession. Teachers will seek to develop within each student an inquiring mind and a mastery of the necessary skills needed to apply his or her knowledge in service to both God and man. Because learning is a life-long process, 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 nature and the Scriptures.

Because man was created an emotional being, Covenant Day School is committed to developing a psychological wholeness within students that is fostered by appropriate self-assessment and reflection. 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: *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)

Because God created man a physical being, his body forms a part of his essence and is a gift from God. Therefore, the body is not to be rejected nor is it 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 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 mediocrity 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 the educational program.

ACADEMIC/GUIDANCE

General Comments on Academics

The Guidance Office, in conjunction with the High School administration, oversees the academic standards within the high school. We seek to provide clear communication to students and parents about the academic expectations and requirements for graduation. Since it is our mission to assist Christian families in the education of their children, we strive to pursue excellence as unto the Lord in all we do. The Guidance Office assists students in their course selection process as well as their planning for life beyond Covenant Day School.

Diploma and Graduation Requirements

For a student to qualify for a Covenant Day School diploma, he/she must meet all of the following requirements:

- **Attendance Expectations:** A student must be enrolled and in attendance as a full-time student for the entire twelfth grade year to qualify for a CDS diploma. He/she must have no more than 12 total absences per course (excused and unexcused) for the entire school year for the course credit to be issued.

Carnegie Units (CUs): A student must complete a minimum of 25 credits (CUs) to qualify for a CDS diploma: these must consist of at least four (4) units of math, four (4) units of English, three (3) units of social studies, three (3) units of science, three and one half (3.5) units of Bible, one (1) unit of physical education*, one half (.5) unit of health, and six (6) elective units (one of which must be a fine arts credit).

Notes: (a) Entry to most colleges requires a minimum of two years of the same world language.

(b) *PE credit may be earned through CDS PE courses such as Strength and Fitness or through participation in an entire season of a CDS sport. One half (.5) credit is awarded per season up to the 1 credit requirement. If neither option stated above fits into a student schedule, students may earn a PE credit through participation in a sport outside of CDS. Prior approval and documentation for earning this credit may be obtained through the Guidance Office.

- A student must pass both the English research paper and cumulative Bible assessment in the twelfth grade.
- **Transfer Students:** For students who transfer in during their high school years, Bible coursework will be prorated accordingly. However, to qualify for a CDS diploma, a student must be enrolled in and earn credit in Bible class during each year of attendance in high school at CDS.

Guidance Office SCOIR

The Guidance Office uses a software program called SCOIR. This program requires all high school students to establish an account within the system which offers them, among other things, extensive college planning and research tools. This is also the tool by which students will request transcripts and recommendations to be sent to colleges and universities of their choice. Each student will establish his/her SCOIR account under the direction of the Guidance Office. Parents will be emailed information to establish their account. Information about SCOIR can be found on the Guidance page in the parent portal of the CDS website.

Report Cards/Transcripts

The CDS high school faculty will post grades throughout each quarter online that are accessible through the portal. There will be four nine-week grading periods during the school year where official report card grades will be posted online (as report cards) upon completion of each quarter. Unofficial transcripts will

be posted in the students' SCOIR account at the conclusion of each school year. Official transcripts are requested through a student's SCOIR account and will be sent directly to the requested institution. Report cards provide GPA calculations for the "current" year. Transcripts provide cumulative GPA calculations for all high school years completed at CDS.

Drop/Add Courses

Students will be given 12 class sessions from the beginning of the course to drop a year-long course, and 8 class sessions to drop a semester course. After that period of time, the course will be recorded on the student transcript and withdrawal from the course will be reflected on the transcript as either a WP (withdrawn passing) or WF (withdrawn failing).

Changes from one course-level to another within a discipline, initiated by a teacher or parent, may occur as follows: students desiring to move up a level must request the change within 15 class sessions, or students who move down a level may do so by the halfway point of the course.

Note: Transcripts will reflect the course that is completed. No percentage points will be added to or taken away from any grades already earned.

Diploma and Graduation Recognition: Valedictorian/Salutatorian

To be considered for valedictorian or salutatorian, a student must be a full-time CDS student for a minimum of the final three semesters of high school. The valedictorian will be the student with the highest weighted cumulative grade point average through the end of the third quarter of the senior year. The salutatorian will be the student with the second highest weighted cumulative average through the end of the third quarter of the senior year. GPAs will be calculated only to the hundredths place. In case of a tie, there will be co-valedictorians or co-salutatorians. In the case of co-valedictorians, there will be no salutatorian.

Honor Rolls

A student will qualify for the High ("All A") Honor Roll if he/she has at least an A- average (90%) in each and every class, cumulative through the end of the third quarter report card. The first semester exam and semester average will not be considered.

A student will qualify for the "A/B" Honor Roll if he/she has at least a B- average (80%) in each and every class at the end of the third quarter report card when considering the first three quarters of the school year. The first semester exam and semester average will not be considered.

Senior Exam Exemptions

Seniors may be exempted from end-of-year final exams of all courses in which they are enrolled (unless otherwise communicated) if the following criteria have been met:

- At least an A- (90%) unweighted average in the specific course, cumulative through the end of April including the Semester 1 exam.
- An adequate behavioral record, as determined by the administration (no ISS/OSS suspensions or cheating offenses in the class considered for exemption).
- Zero unexcused absences in the specific course.
- Seniors with fewer than 15 arrival to school tardies and fewer than 10 tardies to the class considered for exam exemption.

Grade Point Average Calculations

Covenant Day School will calculate and provide results of the following:

- **GPA (Weighted and Unweighted) on Quarterly Report Cards:** These will be the calculated grade point averages of each column on the report card (either quarter grade or semester grade). These will NOT take into account full-credit or half-credit courses and will simply be the average of all grades in the column.
- **GPA (Weighted and Unweighted) on Year-End Report Cards:** These will be the calculated grade point averages for the current year. These WILL take into account full-credit or half-credit courses and will be the most accurate GPAs for the given school year.
- **Cumulative GPA (Weighted and Unweighted) on High School Transcripts:** The cumulative GPA includes the grade point average of ALL high school coursework taken during the high school years at CDS. Transfer student courses from previous schools will not be included in the cumulative GPA listed on the CDS transcript. Middle school courses that resulted in High School credits will not be averaged into the cumulative GPA on the transcript. The cumulative GPA WILL include full-credit and half-credit courses and will be the final GPAs provided on transcripts at the end of each school year.

Grading Scale

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

Advanced Placement (AP) courses can yield college credit depending on the student's score(s) on national exams and the requirements of their respective college or university. AP exams are taken in May each year. Students enrolled in an AP course must sit for the AP exam. Students may NOT receive the quality point or AP distinction in course title on their transcript if they attempt an AP exam without taking the AP course throughout the school year.

Letter Grade	Numerical Grade	Quality Points		
A+	97% – 100%	4.33 Regular	4.83 Honors	5.33 AP
A	93% – 96%	4.00 Regular	4.50 Honors	5.00 AP
A-	90% – 92%	3.67 Regular	4.17 Honors	4.67 AP
B+	87% – 89%	3.33 Regular	3.83 Honors	4.33 AP
B	83% – 86%	3.00 Regular	3.50 Honors	4.00 AP
B-	80% – 82%	2.67 Regular	3.17 Honors	3.67 AP
C+	77% – 79%	2.33 Regular	2.83 Honors	3.33 AP
C	73% – 76%	2.00 Regular	2.50 Honors	3.00 AP
C-	70% – 72%	1.67 Regular	2.17 Honors	2.67 AP
D+	67% – 69%	1.33 Regular	1.83 Honors	2.33 AP
D	63% – 66%	1.00 Regular	1.50 Honors	2.00 AP
D-	60% – 62%	0.67 Regular	1.17 Honors	1.67 AP
F	0% – 59%	0.00 Regular	0.00 Honors	0.00 AP

Guidance Office Clarification for Advanced Placement Coursework/Credit

A student may enroll in an AP course with a parent's permission and respective faculty permission indicated on the course selection form. Parents and students must acknowledge that AP courses are college-level and that expectations will remain college-appropriate. It is the responsibility of the parents to cover the cost of the AP exam. Students must complete registration and payment for AP exams early in the school year. This is done through the CDS Guidance Office. AP exams are administered the first and second weeks of May as dictated by the College Board. For clarification:

- Students in AP courses must sit for the AP exam and will be exempt from the second-semester exam in that course. These students will only have the third and fourth quarter averages combined to determine the second semester grade.
- Students NOT in an AP course who sit for the AP exam will still be expected to take the semester exam in the respective course they are taking.
- Students taking one or more AP exams are responsible for registering and paying for the cost of the exams early in the school year. It is the student's responsibility to view the AP exam calendar which is dictated by the College Board before our drop/add period ends.
- Students taking a nationally standardized exam (such as world language or math or any other that becomes available) are NOT exempt from second semester exams based on their participation in any respective standardized exam.

Requirements for Coursework NOT Taken at CDS

- **College Enrollment While in High School (Dual Enrollment):** A student may seek dual enrollment while at Covenant Day School. This must be done in conjunction with the Guidance Office to confirm coordination with the schedule as well as appropriateness of the course. A student must have permission from both the Guidance Counselor and the High School Principal before he/she can pursue dual enrollment.
- **Summer and/or Online Coursework:** A high school student may participate in an online course from an accredited institution with administrative permission for either a course not offered at CDS or due to a scheduling conflict. Students may NOT complete online or summer courses to replace a course offered at CDS unless an exception is made due to a scheduling conflict. Covenant Day School has a partnership with an accredited online Christian high school. Contact the Guidance Office for more information.
- **Homeschool Credit:** Credits earned through state-accredited homeschools will be honored at CDS. These courses, however, will not be factored into the cumulative GPA on the CDS transcript.
- **Transfer Credits:** Students may earn and transfer credits from other accredited institutions. These courses, however, will not be factored into the cumulative GPA on the CDS transcript.
- **Repeated Coursework and Credit Recovery:** A student may only retake a course in the case of failure or administrative approval. If a student retakes a course to recover credit lost from a previous failure, the newly earned credit and grade will be reflected on the transcript; however, the student's CDS GPA will not be affected unless the course is taken again at CDS. The newly earned grade will not replace the previous failed grade unless the course is taken again at CDS. A student seeking credit recovery will need to request approval from the Guidance Office prior to beginning the credit recovery.
- **Student Athletes:** Covenant Day School will not be responsible for the eligibility verification of coursework completed at other academic institutions. It is the student's responsibility to confirm eligibility verification from any other educational institutions, to check to see that they are

accredited and registered with the appropriate governing body of the NCAA or NAIA, and to check the eligibility centers prior to investing time, money, and effort.

Guidance Office Expectations for Post-CDS Plans

All students are responsible for knowing and adhering to the requirements of colleges, universities, organizations, and institutions to which they plan to apply. For example, some colleges recommend or require three years of a world language for admission. Also, student-athletes must check NCAA and/or NAIA requirements through the appropriate eligibility centers. It is imperative that students are mindful about knowing and meeting the graduation requirements of CDS as well as the expectations of their desired post-high school institutions.

ATTENDANCE

General Comments on Attendance

Absences may be necessitated by illness or other circumstances beyond one's control. The following policies and procedures are an attempt to meet those needs. It is assumed that each student (and parent) will do everything possible to fulfill commitments to the school, including attendance and work, expected for their own good as well as maintenance of the academic integrity of this institution. High school attendance is taken by class. Therefore, the following descriptions are taken into account for each class. In the unlikely event that a student's number of absences in a particular course exceeds the number granted by the school (12 total), the student and parent may be required to provide additional documentation and/or meet with the administration.

Student absences are categorized as **"Pre-Planned"** or **"Unplanned"** and together such absences make up the total number of 12 per course allowed for each high school student. These steps should be taken for the following absences:

Pre-Planned Absences

This form should be utilized for ALL **planned** absences such as college visits, family days, medical appointments, DMV/Passport appointments, School/Class Trips. The purpose of the PPA Form is to provide an avenue for students, teachers, office personnel, administrators, and parents to communicate and to ensure accurate record keeping.

- 1) The student obtains and completes a Pre-Planned Absence Form (**initiated at least one week prior to the absence**) from the CDS website or from the forms/documents wall located in the Student Commons.
- 2) The student brings the form to each teacher (of the class(es) he/she will miss) for his/her comments and signatures.
- 3) The student then obtains parental permission/signature acknowledging the information and recommendations shared by the teachers.
- 4) The student must submit the completed form to the high school office for approval **at least 3 days prior to the absence** for the visit to be considered "excused." If form is not received, the absence will be coded "Parent-Approved, Unexcused."
- 5) Administration will review attendance records prior to approving all requests.
- 6) Students are able to make up missed assignments without penalty per the timeline set by and in communication with the instructor of the class missed.

Unplanned Absences

Parents should utilize the on-line same day attendance submission form on the school website to report same-day absences for sickness and emergencies only. Sick and Emergency absences should be reported to the school at the earliest time possible by the student's parent/guardian using the Online Absence Reporting Form accessed through the Parent Portal of the school's website. If a parent is unable to access the website due to the nature of the absence, an email with explanation to the high school office (ddonnelly@covenantday.org) is requested.

Sick Absences:

Absences due to illness will be coded as "excused" when official notification from a parent is made to the school via the parent portal online absence reporting form. All work may be made up for these absences according to the policies regarding excused absences outlined below. Such absences are included in the student's overall allotment of 12 absences. Exceptions may be made by the administration for extended

illness. Please note the school's policy of being fever-free for 72 hours (without the assistance of medications) prior to returning to class.

Emergency Absences:

In the event of a student's absence from school for an emergency, parents are asked to notify the school at their earliest convenience. Normally included in this category of situations would be a death in the family or other tragedy. Such absences are included in a student's overall allotment of 12 absences, will be counted as "excused", and all academic work may be made up according to the policies regarding excused absences outlined below.

Excused Absences and Make-Up Work

The student is responsible for all work missed during an excused absence. High school attendance is taken by class rather than by day. Therefore, for every class that a student misses for an excused absence, the student will be given one class period for every period missed to make up work including tests/quizzes given during the student's absence. Work that was due on the day of the absence is due the day the student returns to class unless otherwise determined by the class instructor.

Unexcused Absences

All absences not mentioned above will be considered "unexcused." This includes absences above and beyond the stated number of excused absences (i.e., 12). It also includes absences that would normally qualify as "excused" but proper procedures were not followed (lack of parental notification of sick days, lack of approval forms for pre-planned absences). All work **may** be made up for unexcused absences at the timetable and discretion of the class instructor. Co-curricular activities are affected by unexcused absences in that a student may not be able to participate in same day events – see "Co-Curricular" below.

Skipping Class: A student who skips class (defined as not attending class without permission from parents/teacher/administrator), will be counted as an "**unexcused**" absence for every class missed. That student will also receive an automatic "zero" for any work during the periods missed, and the student will be referred to the Assistant Principal for disciplinary consideration.

Tardies to School

Lunch detentions will be issued for unexcused arrival-to-school tardies.

Tardies to Class

Attendance is taken for each period during the school day. **Students are expected to be INSIDE the classroom with all necessary materials for class when the "bell" music stops.** Any student who does not meet this standard will be considered tardy and is subject to consequences outlined by that teacher in his/her syllabus. (Note: all arrival-to-school tardies will have the Lunch Detention noted above and will not have an additional consequence).

- A student who misses more than one-third of any class period will be considered **absent** for that entire period. Such absences will be coded as "excused" or "unexcused" by the administration in consultation with the student/parent. Such absences may cause a student to be ineligible to participate in same day co-curricular activities.
- Seniors with 15 school tardies or 10 tardies to the class may not be considered for 2nd semester exam exemptions, and may lose senior off campus privileges.

Signing In and Out of School

All students arriving late to school (after 8:15a/8:50a.), whether excused or unexcused, must sign in at the main office of the high school. Students may not leave the campus at any time during school hours (including lunch) without written parental permission and approval from the administration.

Students are to use the front/main entrance only when arriving or leaving the high school building during the school day including to attend classes in other buildings, with the exception of chapel, and for fire/emergency drills.

Co-Curricular Activities and Attendance

Academic responsibilities take priority over co-curricular activities. Therefore, students are expected to attend every designated period during the school day (with the exception of CDS-related activities, such as school trips).

- If a student is absent from **one (1) period only** for illness or an emergency, he/she **may** participate in co-curricular activities IF communication is made to the administration and approved by the Assistant Principal.
- A student **may** participate in same day co-curriculars due to an absence for the following reason and only IF the Pre-Planned Absence process has been followed and turned in to the Assistant Principal three days prior to the scheduled absence: a college visit or a DMV or Passport appointment.
- If a student is absent from **more than one (1) period** of the day (including being late one-third of the period), he/she **may not** participate in any co-curricular activities for that day, including practices, games, fine arts performances, etc.
- Doctor appointments are permitted on the day of a co-curricular activity; however, students are expected to be in school except for the length of the appointment and reasonable travel time, **and a note from the doctor's office is required (no exceptions) to participate.**
- Students serving an ISS or OSS **may not** participate in nor may they attend any same day co-curricular activities.

DISCIPLINE

General Comments on Discipline

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

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

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

Guidelines and Expectations for Student Behavior

All students are expected to sign and adhere to the CDS HS Lion's Code (Appendix B).

1. Students should show proper respect and demeanor by being considerate and polite to all.
2. Students should be on time regarding attendance and academic work.
3. Students are expected to be in the high school building during the school day. Students who enter the lower school, middle school, church, or parking areas of campus may only do so with faculty permission or academic purpose (e.g. student services, P.E. classes, chapel, or fine arts).
4. Students should do all of their own work and should not share their work with others. Cheating and plagiarism are dismissible offenses.
5. Students should adhere to institutional preferences by following dress code and all other school policies outlined in the Handbook.
6. Students should value school and Christian education by abstaining from defamatory remarks about individual students, faculty, or CDS as an institution.

Discipline System

The faculty and staff seek to hold students accountable to the school's policies and procedures and will implement consequences when necessary, particularly for issues within their own classrooms. In addition, students may be referred to the administration for violating any of the school's policies. Teachers and administrators always reserve the right to deal with situations in a manner that is best for the individual student in question. Students who are referred to the administration will be interviewed as to the nature and intent of the violation. Parents may be contacted depending upon the severity of the offence, and appropriate consequences will be given to help correct the actions of the student with an intent toward full restoration.

Cheating/Plagiarism

Students who cheat receive an automatic zero on the assignment and are referred to the administration. Students who share their work or compromise test/quiz integrity (by informing subsequent classes of

previous classes' expectations) will receive a zero and are referred to the administration. Repeat offences are subject to suspension or dismissal from school.

Detentions

Before School, Lunch, After School, or Saturday detentions may be administered at the discretion of the faculty or administration for infractions of classroom or school rules. Students who have received a lunch detention are to report to the assigned location at the start of lunch and may only be released at the discernment of the proctor. All other detention assignments will be communicated directly to the student by the administration.

Service Work

As an alternative to detentions, service work may be assigned as a consequence at the discretion of the administration. Such assignments generally are part of the restoration process, have a physical aspect, and give the student the opportunity to give back to the school or a particular teacher. Service hours are assigned on a case-by-case basis.

Suspensions: In School (ISS) or Out of School (OSS)

Students serving an ISS or OSS **may not** participate in nor should they attend any same day co-curricular activities.

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

- Excessive detentions
- First time or repeated Lion's Code infractions – cheating/plagiarism, lying, stealing
- Any action that seeks to intentionally demean another person including but not limited to mocking, bullying, and fighting, whether or not the motivation is due to race, color, national, or ethnic origin.
- Use or possession of tobacco, drugs, alcohol, or related paraphernalia. Students are to abstain both on and off campus from use or possession of tobacco, drugs, alcohol, and related paraphernalia which medical research has confirmed to be harmful to health in many ways. Any student who violates this requirement while on or off campus, while on a school sponsored trip, or while attending a school-sponsored function will be subject to disciplinary action including a multi-day suspension or expulsion. The administration reserves the right upon credible evidence or suspicion to request a student take a drug test. If the student tests positive, the cost of the test is covered by the parents.

Suspensions will be served at the discretion of the administration. A suspension will count as an unexcused absence, and a student who serves a suspension will be allowed to make up the work missed according to the unexcused absence policies stated in the Attendance section of this document. It should be noted that many college applications ask if a student has been suspended while in high school. When this is asked of a student or school representative (such as principal or guidance counselor), the honest answer must be given.

Dismissal

Defined as expulsion and removal from the school and all school programs, activities, and events for the remainder of the school year, expulsion may result from (but is not limited to) the following:

- Repeated misconduct
- Failure to respond positively to repeated efforts at correction by the school's personnel

- Violations of federal, state, or local laws
- A serious breach of the Student Handbook

These may include but are not limited to the following: possession of dangerous weapons, sexual promiscuity, vandalism, theft, possession or sale of stolen property, fighting, and arson. Offenses may also include the sale, possession, or use of controlled substances (drugs, narcotics, alcohol, poisons, or drug paraphernalia) whether on or off campus, as well as threatening or bringing harm to the person or property of a student, teacher, administrator, or staff member. Finally, 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 may be a cause for expulsion.

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

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. 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 procedures in this 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 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 sites, 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."

Electronic Media Use Policy

Covenant Day School 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 21st century education. 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 this 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. All high school students will be required to sign the Acceptable Use Policies for Mobile Computers found in APPENDIX A of this handbook.

Acceptable Use of Social Media

Social networking sites (Facebook, Snapchat, Instagram, Twitter, 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, Smartphones and Smartwatches

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." Additionally, even appropriate photos should only be taken with permission and should not be shared or distributed without permission. The following guidelines apply to student cell phone and smartphone use during the school day while on campus or on a school bus:

Electronic devices such as phones and smartphones should be turned off and may not be accessed during the academic day unless specifically allowed by a teacher or an administrator for a particular use. Laptops should be used for academic purposes only, all forms of messaging (Google docs, instant messaging, etc.) are prohibited other than email. Devices may be accessed at the lunch period for communication purposes only (gaming, listening to music, watching/playing videos are prohibited) and must be used in public places only (note: restrooms are not considered public places). Earbuds and headphones should not be used outside of the classroom, including the hallways.

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 such as 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, disregard for the cell phone use policy will result in confiscation of the student's phone and referral to the Assistant Principal. Consequences may include holds of the phone/device for extended periods of time, implementation of an individual student cell phone protocol, and/or loss of on campus cell phone use.

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.

DRESS CODE

General Comments on Dress Code

At Covenant Day School, we strive to mold the heart and character of students, guiding them to make good moral choices that are founded on biblical principles rather than merely conforming to a list of rules. In the area of dress, it is particularly important that parents seek to strengthen the school's institutional preferences. We expect our students to exemplify biblical standards in their dress, as well as their attitudes and lifestyles, and to encourage other students to do likewise. Further, we encourage parental direction and support since the burden of supervision rests with the parents. We recognize that the Bible does not give exact standards that can be easily applied within our cultural context. However, we are commanded to honor God with our bodies. The school's position in the area of dress gives our students freedom to make wise decisions based on the following guiding principles and specific examples:

Guiding Principles

- **Modesty and moderation.** Decent, simple, non-extreme dress is an outward sign of self-control. The Bible directs us to clothe ourselves with strength, dignity, honor, good deeds, and humility. Immodest and inappropriate clothing includes tight, short, revealing, or lewd clothing, as well as overly sloppy clothing.
- **Cleanliness and neatness.** Clothing that is dirty and unwashed or in a state of disrepair (holes, frayed hems, etc.) is not permitted.
- **Appropriateness.** Clothing should be appropriate for school. As there is a time and place for everything, there are appropriate clothes for other places that should not be worn to school. Students are expected to respect the *spirit* rather than the letter of the standards. The school reserves the right to send any inappropriately dressed student home for a change of clothes or to require that appropriate clothes be brought from home.

Specific Standards for High School Students

Tops

- Shirts/tops may contain writing, letters, or images as long as they are not inappropriate or contrary to the school's guiding principles listed above (at administrative discretion).
- All shirts/tops must be in good repair.
- All shirts/tops must have sleeves.
- Girls shirts/tops must have a modest neckline; cleavage must not be exposed. Midriffs and backs must be completely covered at all times, whether sitting or standing. Undergarments should not be exposed.

Pants/Skirts/Shorts/Dresses

- All pants and shorts (including jeans/denim) must be clean, neat, and may not be torn, frayed, or have holes. Pants which are of legging or spandex material may not be worn alone.
- All shorts (boys and girls) must be in good repair and must be no shorter than 4" from the middle of the knee. Undergarments should not be visible at any time.
- Athletic pants and shorts, (including but not limited to gym shorts, sweatpants, yoga pants, and compression gear), are not permitted.
- Girls' skirts and dresses, including those with a slit, must be no shorter than 4" from the middle of the knee. If shorter than 4" but not more than 6" from the middle of the knee, **thick plain colored leggings (not hosiery) must be worn.**

- Legging-style (unless under dress/skirt) and excessively tight jeans are not permitted.

Outerwear

- Sweatshirts and hoodies (hoods may not be worn inside the buildings) may contain writing, letters, or images as long as they are not inappropriate or contrary to the school's guiding principles listed above (at administrative discretion).
- Outerwear that is being worn over non-dress code compliant clothes must be worn for the entire school day.
- Students may not wear hats or sunglasses during school hours.

Shoes

- Shoes (includes closed toe, sandals, or flip flops) must be worn at all times. Slippers may not be worn. Backless shoes and those with high heels pose a great risk of fall. Good judgment should be exercised in selecting safe footwear.

Other

- Male students should keep hair neat and well groomed. Male students should keep hair pulled back so as not to cover the eyes/face.
- Tight fitting clothing and/or revealing clothing is not permitted.
- No visible pierced body-part jewelry other than earrings for females are permitted at school or at school-sponsored functions.
- Students are not permitted to have visible tattoos (permanent, temporary, or hand-drawn).

Professional Dress Days

All students are *encouraged* to wear "Professional Dress" on Wednesdays (see guidelines below). Some days may be designated as "Professional Dress" days as a sign of respect for the occasion, such as special chapels, assemblies, events, and other programs held in the Worship Center.

Guidelines for Professional Dress:

Boys

- Boys are to wear a collared dress shirt and either a necktie **or** a blazer/suit jacket. The tie or blazer/suit jacket must be worn the entire school day. Shirts must be tucked in.
- Boys may wear dress slacks or jeans in good repair (no holes/frays/tears), with belt.
- Boys are to wear close toed shoes, (**no flip flops or tennis shoes on Professional Dress days**).
- Boys may wear outerwear; however, it must reflect a "professional" look and may not be in lieu of a tie or blazer/suit jacket.
- Hoodies, athletic jackets and sweatshirts are not allowed on Professional Dress days.

Girls

- Girls are to wear either an appropriate-length dress/skirt - no more than 4" above the middle of the knee (if shorter but not more than 6", thick plain colored leggings must be worn) **OR** may wear dress pants with blouse (**no t-shirts or polo shirts**).
- Girls may wear jeans **if** worn with a blouse **AND** a blazer/suit jacket reflecting a "professional look" (no t-shirts or polo shirts).
- Girls **may not wear flip flops or tennis shoes** on Professional Dress days.
- Girls are expected to maintain standards for appropriateness and modesty.
- Outerwear for girls should reflect a "professional" look and may not be worn in lieu of a blazer/suit jacket. Hoodies, athletic jackets and sweatshirts may not be worn.

Alternate Dress Codes:

CDS Chaperones/Administrators have the final say in terms of appropriateness of attire at all dances/school events. If you are required to change, your new outfit must meet the same guidelines listed in the handbook for that type of event.

1. Formal Dance Dress Code (Prom)

- Formal attire is expected for ladies and gentlemen.
 - **Girls:** Dresses that reveal the midriff (cut-outs, two-piece dresses, etc.) have plunging necklines, are see-through, or are extremely tight are not permitted (at the discretion of administration and faculty advisors). The opening of the back of the dress should not be lower than the natural waistline. Slits should not exceed four inches from the top of the knee. The hemline of the dress should be no shorter than four inches above the knee (including underlays).
 - **Boys:** Suit or tuxedo with dress shirt and tie.

2. Semiformal Dance Dress Code (Homecoming/Spring Fling)

- Students are expected to “dress up” for these dances – including:
 - **Girls:** Dresses – which maintains appropriateness and modesty in the “spirit” of the CDS appearance code. Dresses should not have plunging necklines, slits above 4” from the top of the knee, be see-through, extremely tight, two-piece, open back, or inappropriately short (use 6” from the middle of the knee as a guideline).
 - **Boys:** Dress slacks, blazer (optional), dress shirt and tie.

3. Alternate Dress Code (when announced by administration for specific events):

The following alternate dress code is for days/events at the high school as determined by the administration. Attire on these days or at these events must meet the standards of modesty and be in line with the overall spirit of the CDS dress code standards in terms of appropriateness including words and images on clothing. In specific:

- **Girls:**
 - Loose fitting sweatpants may be worn
 - Athletic shorts may be worn if leggings are worn underneath
 - Leggings may be worn if shorts are worn over them
 - Tops must be modest and may not show undergarments
 - Tank tops and sleeveless tops may not be worn
- **Boys:**
 - Appropriate length (at least mid-thigh) athletic shorts may be worn;
 - Loose fitting sweatpants may be worn;
 - Leggings may be worn with shorts over them;
 - T-shirts or other sleeved shirts may be worn;
 - Tank tops may not be worn;
 - Undergarments may not be visible

4. Informal Dance Dress Code (e.g. Craze)

- Casual/modest attire; discretion should be observed with the announced theme.

OTHER

Before/After School

High School students may utilize the Student Commons area before and after school. The building hours are 7:00a-4:00p (there is no re-entry to the building after this time). Students should remain inside the Student Commons and not roam the campus (unless approved by and supervised by a CDS faculty/staff member). High school students are not supervised in the building beyond 4:00p.

Buying/Selling on Campus

Students may not buy or sell items on campus outside of established/approved items by the school or its entities.

Driving

- **Driving Permission Form:** Before a student may drive a car to school, the student must acquire, complete, and turn in the Student Request for Driving/Parking Privilege form. These forms are available on the parent portal of the CDS website under Documents & Forms > High School. Students who drive to school are to park in the areas designated for student parking immediately upon arriving on campus in the morning. ALL students must park in the Christ Covenant Church parking lot in their assigned spots or locations. Students are not allowed to park in designated faculty lots or the lot directly in front of the high school or in the middle school parking lot during school hours. Once cars have been parked, students may not remove them during the school day without permission. Additionally, no loitering in the parking lot is permitted.
- **Vehicle Searches:** CDS reserves the right to search any vehicle parked on school property. The driver of the vehicle will be considered the responsible party if any prohibited item is found.
- **Drive CAREFULLY:** Extreme caution is to be exercised **at all times** when driving in the parking lot or through campus. All drivers are expected to observe the campus-wide 5mph speed limit and always give pedestrians the right-of-way. Student drivers who are in violation of these guidelines will be subject to disciplinary measures and may lose their on-campus parking and driving privileges.
- **Driving to Co-Curricular Activities:** Including athletic team members and club members. Students who are required by the school to participate in a co-curricular event are expected to ride with their team if transportation is provided by the school (either by school bus or approved parent driver). Exceptions may be made for events (games or practices) at Warner Park so that a student may drive his/her own car but may NOT transport any other CDS students.

Financial Matters

- **Damage:** Parents are responsible for damage caused by their child, whether accidental or intentional. This applies to school property and to property of other families while on campus or on a field trip.
- **Debts:** Students will not be admitted to class unless tuition payments are current or payment arrangements have been made.
- **Fines:** All textbooks are the property of the school and must be treated as such. Damage to textbooks will be evaluated by the school, and if determined to be severe, the parent will be asked to pay the cost for replacement. If books are lost, the parent will be charged an amount equivalent to the replacement cost of the book. Parents are responsible for all basic textbooks and consumable books used in the educational process.

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

Food/Lunchtime Expectations

Breaks are scheduled each day of the week. During this time, students will have the opportunity to have a snack, use the restroom, etc. Lunch is to be consumed in the designated areas (exceptions may be granted by faculty/administration). Students **may** eat in carpeted classrooms if a faculty or staff member is present. Students should not eat in stairwells or while sitting on the floor as this is a violation of the health code.

The Learning Commons is available for silent study during lunchtime, however, not for eating or drinking (other than water).

Students are required to remain on campus during lunchtime unless granted permission to leave by the administration (written parental permission is required for consideration of such requests).

Outside food may **not** be ordered by or delivered to students (**except** when brought in by a parent, pastor or special guest).

High School Clubs

Covenant Day School has a variety of clubs and organizations for students. The clubs rely heavily on student involvement and can be initiated through the Student Council. Each club must have a faculty sponsor and must purpose to abide by and further the mission of the school at all times.

Immunizations

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

Marriage

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

Medications

Please refer to the 2020-2021 Medication Administration Policy located within the Medical Policy Handbook on the CDS LionsWeb.

Pets on Campus

It is the school's desire to provide an atmosphere that does not intimidate its students or cause unnecessary fear. Some students are afraid of or allergic to animals. The school requests that parents refrain from walking dogs on campus while students are present. Even small dogs may cause anxiety or fear. Any animal present on campus (even in vehicles) must be current on all required vaccinations for the safety of everyone.

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, in virtual classrooms and settings during distance learning, or at school activities or reproduce student's creative works that are produced at school, for marketing, advertising, publicizing, 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.

Pregnancy Policy

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

- The students must reside with parents or legal guardian under ordinary circumstances. Married students are not permitted to continue enrollment at CDS.
- Under ordinary circumstances, the students and parents must be willing to enter into a working relationship with the school and their church. The administration will make contact with the students' pastors to assess the spiritual condition of the students and their parents, and to form a cooperative plan with the intention of bringing the students into a proper relationship with the Lord while encouraging appropriate behavior.
- Students involved in a pregnancy and their parents must support open, timely, factual communication with the CDS community.
- If the indefinite suspension of CDS students continues beyond one week, CDS will, under ordinary circumstances, help students fulfill their academic responsibilities.
- In addition, students involved in a pregnancy may later be asked to pursue home-bound instruction and/or be suspended from the privilege of representing CDS in school-sponsored performances, including athletics, music, drama, and leadership positions. Normally, those students will be permitted to participate in graduation and receive all appropriate academic honors.
- In order to be considered for continued enrollment, the students and parents must fully cooperate with the school's attempts to fulfill these conditions.

Private Tutoring

If parents wish to enlist the services of a private tutor for their child on campus, notification and/or arrangements should be made through the CDS Academic Resources offices.

Search & Seizure

The school recognizes that each student has an expectation of privacy at school. However, the administration reserves the right to search student lockers and other personal property to help resolve disciplinary matters or to protect the welfare of the student body concerning weapons or illegal substances. The administration also may require a student to complete a drug test at the cost to the parents when the administration finds evidence which suggests student drug use.

Service

As a part of student development, we believe that it is important to encourage students to serve the community by using their interests, time, and talent. The Scriptures clearly teach that we are to serve as Christ has modeled for us. The opportunity to serve others is an issue of stewardship as well as good citizenship. Learning to serve is a way of life, and it is our desire that the numerous service opportunities available will help students recognize the rich blessings of a life of service and, as a result, choose it for themselves.

Social Activities

The scriptural standard for social activities can be summarized in God's directive in 1 Corinthians 10:31: "Whether then you eat or drink or whatever you do, do all to the glory of God." Wholesome activities are heartily commended as examples of ways in which we may glorify God and delight in His world and one another.

The following will guide social activities at CDS:

- Teachers and parent chaperones involved in planning social activities with classes and other student groups should make sure that students are properly chaperoned at all times. They should assume the responsibility of seeing that the students conduct themselves in a manner consistent with the standards that define and establish CDS.
- Modest attire should be worn at all social activities. Modest swimwear (including one-piece suits for ladies) is required.
- School activities will not be held on Sundays.

Trips

CDS students/families are expected to follow trip policies which are distributed by trip leaders.

Handbook rules apply whether it is a sanctioned or non-sanctioned trip and in accordance with the CDS Lion's Code.

Visitors to Campus

Guests are welcome to attend co-curricular and public events on campus. Guests who wish to visit in the high school building during the academic day may do so within the following parameters:

- Adults (other than parents of currently enrolled high school students and Christ Covenant Church staff) may visit for lunch or if they have an appointment with a faculty/staff member. Such guests are required to sign in at the high school office where office staff will alert CDS personnel of the appointment.
 - Adults wishing to visit with a student (at lunch or a study hall) must have an appointment and must be accompanied by CDS personnel. Such visits may not take place during academic classes and must have prior approval of the student's parent/guardian.
 - Parents of current HS students may approve and alert the administration of approved visits by pastoral staff from their child's church.
 - Pastoral staff of Christ Covenant Church are part of the faculty/staff of the school.
 - All visitors are required to wear a visitor's sticker identifying themselves.
 - Because of safety concerns and upon recommendation of local law enforcement, CDS adheres to a ***closed campus policy*** with regard to student visitors with the following exceptions:
 - Non-CDS students who are seeking enrollment at CDS may arrange a visit through the admissions office.
-

- A friend or family member living out of town (more than 50-mile radius) may visit a currently enrolled CDS student for lunch (only) after making arrangements in advance with the administration.
- Immediate family members of currently enrolled CDS families may visit for lunch.
- CDS graduates may visit at lunch or may visit a faculty member with an appointment or if they are not teaching a class.



Acceptable Use Policies for Laptop Computers 2020-2021

Read Carefully—Your Response is Required



Acceptable Use

Our enthusiasm for the opportunities electronic resources have created has not in any way lessened the commitment to making sure that these resources are used for purposes related to the educational mission of Covenant Day School. Accordingly, the purpose of the Internet and other electronic resources is to support the school's educational mission. Consequently, student use of these resources at school must be related directly to the academic or approved extra-curricular obligations at Covenant Day School. Although we desire to take advantage of these resources whenever possible, laptop computers will not be used all the time or in all classes. They will be used as deemed appropriate and beneficial by the classroom teacher(s).

While it is impossible to prevent the truly determined from accessing some questionable material, short of declining to provide these resources at all, we have established the following policies to make sure these resources are used appropriately:

- **Be Private:** If you find yourself in communication with someone or some organization on a 'net' site off campus, do not reveal personal information about yourself without permission from teachers or your parents and never reveal information about other people when you communicate on the Internet to sites outside CDS. Within the CDS network, however, anonymity is not allowed, i.e., state your full name when communicating to another within our network.
- **Be Prudent:** Never answer inappropriate messages from strangers who contact you over the Internet and never arrange meetings with strangers who may attempt to contact you.
- **Be Presentable:** Always be polite and respectful to people with whom you are communicating. Take pride in the correctness of your grammar and spelling and the clarity of your phrasing.

Usage:

- Conduct on the computer is to reflect and be consistent with Christian ethical and moral principles and precepts, and it is to be consistent with the high standards of character and conduct expected of all students and faculty and is to be in compliance with all school policies and standards. Misuse of laptop computers will result in disciplinary action at the discretion of the administration. This includes, but is not restricted to, access to inappropriate websites and/or inappropriate use during class time (playing games, video chat, social media activity, or sending any kind of electronic messages).
- Any material transmitted from a student laptop computer must be appropriate. Do not access or transmit material that is profane, abusive, or otherwise questionable. Students should not use email or other electronic means to harass, threaten, ridicule, or in any other way demean another student or staff member. Students should refrain from sending material in violation of local, state, or federal laws.
- Material obtained through research on the Internet and then used in academic work at CDS must be properly documented. (Do not plagiarize.)
- Students are to establish and maintain secure passwords that protect the privacy of the information on their computers and their email accounts. Students are to respect the need for this security/confidentiality and are to make NO efforts to bypass security systems and gain access to information that they do not have a right to see. Students may not have (or help other students to have) programs on their computers that seek to “hack,” “sniff,” “crack passwords,” or utilize Web Proxy Servers. **Hotspots and VPNs are not to be established to bypass the student network.**
- Sound must be turned off while in use at school except when it is being used as a part of the class.
- Video chat is not to be used during school hours. Games are not to be played on laptops.
- Computers may not be used to make sound recordings without the consent of all of those who are being recorded.
- The school strongly recommends that students make every reasonable effort to avoid viruses and spyware. Be cautious in loading software, sharing disks, and opening attachments via email.
- There shall be no copyright law violations. The simplest rule to follow is that software, programs, or music that you have not purchased should not be installed on your computer.
- Any program or personal software that interferes with the computer’s function at CDS must be removed.

Scope of Support by Technology Department of CDS:

1. The Technology Department of CDS will only provide hardware and software maintenance for laptop computers that are part of the supported packages offered each school year, and only while the student is enrolled and attending CDS. We can only support each model through its designated four-year rotation. This will include simple maintenance, software support for CDS-provided programs, access to service covered by warranty when necessary, and a loaner pool of machines for when a student machine is being serviced (please see the Technology FAQ for details of the loaner pool policy). In addition, hardware maintenance offered for CDS-supported machines will be limited to that which is covered by the warranty. Once the hardware warranty has expired, CDS will no longer be able to maintain the machine. Support will be provided on a limited basis during school vacations as staff is available.

2. The Technology Department will handle CDS network issues for all laptops. This includes initial setup of network connectivity while on campus but does NOT include wireless network setup for home networks, or support and setup of home filtering programs or firewalls.
3. We will filter Internet access for all students while on campus and connected to the CDS student wireless network.
4. It is imperative that students maintain a regular back-up schedule and back-up all critical data on their own to personally owned storage devices or in cloud storage. The technology department is not responsible for and cannot guarantee or insure against the loss of personal data due to hard drive failure or the use of data encryption. It is the sole responsibility of the student to secure their data by backup or cloud storage.

The sign-off of this document is done through ParentsWeb (portal) under Webforms. The Signature and Date areas of the Acceptable Use Policies for Laptops webform must be signed by both a parent and the student BEFORE the student can be allowed to connect to the CDS network.

I have read the school's policies regarding the use of the school's electronic and computer resources. I pledge to adhere to these policies, and I understand that violation of these policies will lead to disciplinary action and the possible loss of computer privileges at school.

I understand and agree that all CDS high school students in 9th -12th grades are required to have a laptop computer for their use both in and out of the classroom, and that if I decide to purchase a third-party laptop, it MUST have:

- Windows 10 or current Mac Operating Systems
- All Windows updates and patches must be installed and running
- Wireless Network Card – must be 802.11n and must be able to connect to a 5 Ghz network.
- Integrated camera, speakers, microphone, and a headphone jack
- Microsoft Office 365 software is provided by CDS with the student's school email address and is valid as long as the student is actively enrolled.

I also acknowledge the scope of technology support is limited to basic networking, and printing help for third-party laptops, and that Android or Apple based tablets (iPad, Surface, Chromebook, etc.) are not considered laptop replacements, and are therefore not acceptable for school use.

I understand that the licensing for the following software programs belongs to Covenant Day School as part of our educational volume licensing agreements. At the time the student graduates or withdraws from Covenant Day, these software programs must be uninstalled or deactivated by the technology department at CDS and the laptop will need to be disconnected from the CDS network:

**Microsoft Office 365 (as a part of the student's covenantdaystudent.org email address)
Adobe Creative Cloud (for Art and Yearbook students)**

In the event that the student receives a loaner laptop from the school for any reason, the student assumes all risks of loss or damage to the loaner equipment from any cause not covered by the casualty insurance or computer warranty, and agrees to return the loaner unit to CDS in good operating order, and in the condition received, with the exception of normal wear and tear.

I understand and agree to the conditions of hardware and software support by the Technology Department of CDS.

Please sign and date the appropriate lines of the Acceptable Use Policies for Laptops webform located in the portal to acknowledge your agreement with this policy.

If you have questions regarding the laptop requirements or supported laptop program, please see the Frequently Asked Questions document in the MyCDS portal or contact Janice Agle at jagle@covenantday.org or 704-814-1068.



The Lion's Code

Covenant Day School consists of believers and/or children of believers joined together in community for personal development which includes, but is not limited to, intellectual curiosity, academic progress, spiritual and emotional growth, and the search for ways to live out God's calling on our lives individually and collectively. The mission of Covenant Day School is to assist the Christian family by providing an education...so that students are equipped to be salt and light for God's glory. Collectively, we seek to honor Him by integrating a biblical worldview, furthering the understanding of who God is and who we are, while our hearts and lives embrace the process of knowing God, growing in our faith, and making Him known.

"We acknowledge that it is impossible to create a community with expectations totally acceptable to every member. Nevertheless, certain responsibilities and expectations must be specified to assure orderly community life." Our expectations at Covenant Day School are not intended to measure spirituality or to promote legalism. On the contrary, our effort with this commitment is to help provide an atmosphere in which all persons are valued as image bearers of God, where we extend love to all persons and where our aim to bring glory to Christ. Galatians 5:13-14 reminds us that while we were called to be free, our freedom is best expressed when we serve one another in love. (Romans 14:1-23; I Corinthians 8:1-13; 10:23-33)

As we seek to love well, living in community, we should consider the expectations given to us in Scripture. The Ten Commandments and the Sermon on the Mount offer us helpful summaries of God's character and will for daily living. (Exodus 20:2-17; Matthew 5-7) Through the Holy Spirit we are offered His attributes which are outlined in Galatians 5:22-24: "love joy, peace, patience, kindness, goodness, faithfulness, gentleness and self-control." In Hebrews 12:14, we are also charged to live lives evidencing peace and holiness.

In contrast, *"Scripture also condemns injustice and attitudes such as greed, jealousy, pride, lust, prejudice, and hatred."* Discerning these tendencies can prove to be difficult, but we know they hinder relationships with others and with our Lord and lead to destructive and unacceptable behaviors. (Micah 6:8, Galatians 5:19-21; Ephesians 4:31)

Although primarily centered on our campus, this commitment is not defined by geography or school hours, but rather by active engagement within the Covenant Day School community. The Lion's Code is a 24-hour, 7-day a week, 365-day commitment to live in such a way that is in obedience to God and loving and edifying towards others.

Before we act or react, we would do well to ask ourselves the following:

Is it right & in obedience to God?

Is it loving & kind?

Is it edifying & uplifting?

Out of a desire to live rightly within our community, and in response to God's grace, I commit that I will diligently strive to live my life in a manner pleasing to God which is reflected in my daily life. I commit to love my peers, teachers, staff and administrators, as well as all with whom I come in contact while receiving an education at CDS. Doing so involves a heart that is right before God because it has been changed by His Spirit and an awareness that I cannot do this in my own strength. Doing so also recognizes several of the pervasive challenges facing me at school in our culture today. Some of these are highlighted below because they represent common pitfalls and challenges to the glory of God in our school community.

Specifically, prayerfully, and in dependence upon God, I commit to living out the core values of our school by pledging the following:

TRUTH and INTEGRITY

My academic work will be my own; I will refrain from sharing homework with others, except when specifically allowed by teachers, and I will refrain from all levels of plagiarism.

My use of technology will be for its intended purposes at school: coursework and communication at lunch. I will refrain from electronic gaming while at school and will uphold the dignity of others as explained below.

CHRISTLIKENESS

I will treat others with dignity, as image bearers of God, and as outlined in the school’s dignity policy. This includes how I behave in person, online, and with my cell phone.

I will honor God by honoring my body as God’s temple and by honoring relevant authorities in my life (parents, NC law, CDS), by refraining from use of items such as tobacco, drugs, alcohol, and all related paraphernalia (including any kind of vaping).

Student Name - PRINTED

Grade

Student SIGNATURE

Date

Student’s Advisor - PRINTED

Student’s Advisor SIGNATURE

Date

[Some concepts and language have been borrowed from Christian liberal arts colleges with similar community covenants: Covenant College \(P.C.A.\), Taylor University, and Wheaton College.](#)

<https://www.taylor.edu/life-together-covenant-full> *italicized statements are direct quotes from Taylor’s LTC.*

<https://www.wheaton.edu/about-wheaton/community-covenant/>

2020-2021