



COVENANT

CLASSICAL CHRISTIAN SCHOOL

FAMILY HANDBOOK INTRODUCTION

Covenant Classical Christian School aims to prepare students academically and spiritually to transform their culture for Christ.

The school community – all staff, faculty, students and their families – share responsibility for developing a Christ-honoring environment in which children can grow spiritually and academically to love and serve the Lord and His world.

This Family Handbook describes those responsibilities, summarizing the school's educational and disciplinary philosophy and outlining the expectations for faculty, students, and parents. Every student, together with his or her parent or guardian, must read the Family Handbook then sign and submit to the school the Covenant Pledge affirming their commitment to carry out their responsibilities.

Covenant Classical Christian School does not discriminate on the basis of race, color, biological gender, national or ethnic origin in the administration of its educational policies, admissions policies, scholarship, athletic or other school administered programs.

All handbook guidelines and policies are at the discretion of the Administrator's interpretation.

Kevin M. Bolen, Head of School

3120 Covenant Road
Columbia, SC 29204
cccs@covenantcs.org
(803)-787-0225

TABLE OF CONTENTS

SECTION 1- PHILOSOPHY.....	4
• Philosophy of Education	
• Philosophy of Partnership	
• Mission Statement	
• Accountability	
• Constituency	
• Statement of Faith	
• Portrait of a Graduate	
• Spiritual Life	
SECTION 2- FINANCE.....	8
• Payments	
• Referral Program	
SECTION 3- ADMISSIONS.....	9
• Admission Policy	
• Re-Enrollment	
• Withdrawal Policy	
SECTION 4- ATTENDANCE.....	10
• Attendance and Tardy Policy	
• Excused Absences	
SECTION 5- DISCIPLINE.....	11
• Philosophy of Discipline and Policies	
• Disciplinary Actions	
SECTION 6- CODE OF CONDUCT.....	13
• Student Conduct	
SECTION 7- SCHOOL RULES AND POLICIES.....	14
• Cell Phone Policy	
• Computer/Internet Policy	
• Student Dress Code	
SECTION 8- HEALTH AND SAFETY.....	20
• Accident Insurance for Students	
• Authorized Pick-Up	
• Emergency Preparedness	
• Dismissal	
• Head Lice	
• Illness	
• Immunizations	
• Inclement Weather	
• Medication	
• Medical Emergencies	
• Ringworm	

SECTION 9- ACADEMIC STANDARDS.....22

- Grading System
- Academic Recognition
- Late Assignments
- Student Retention
- Tutoring
- Academic Support
- Standardized Testing
- Student Records
- Course Enrollment/Withdrawal
- Honor’s Course Enrollment/Withdrawal
- Advance Math Track
- 8th grade HS credit
- Exam Policy
- Graduation Requirements
- Ranking Policy
- Student Service Hours

SECTION 10- SPORTS AND EXTRA CURRICULAR ACTIVITY ELIGIBILITY.....27

SECTION 11- COMMUNICATION.....28

- Parent/School Relations
- Grievances
- Communication Tools

SECTION 12- VISITORS.....30

SECTION 13- GENERAL INFORMATION.....31

- Lost and Found
- Lunchroom Guidelines
- Student Driving/Parking
- Summer Camp
- Visitors
- Extended Care
- Field Trips

SECTION 14- PARENT TEACHER ORGANIZATION.....34

- Parent Service Hours



SECTION 1 – PHILOSOPHY

PHILOSOPHY OF EDUCATION - As one element of discipleship, the education of children is a sacred responsibility given by God to parents who, being redeemed and made members of Christ's body, have the privilege to enjoy the various gifts and talents that God has distributed in the Church. Therefore, Christians may partner together for the purpose of nurturing children into a rich relationship with the Lord. The study of specific subjects gives students an opportunity to see God's creative and redemptive work in all aspects of human endeavor, learn to love Him with their whole mind, and become equipped to glorify Him in the vocation to which He calls them.

PHILOSOPHY OF PARTNERSHIP - Covenant Classical Christian School partners with parents for the education of their children. Covenant seeks to provide high-quality, life-forming educational opportunities and experiences, as well as a safe environment that promotes learning and godliness. While the school will assist parents and work to make every reasonable accommodation to serve the needs of families, parents bear ultimate responsibility for the behavior and effort their children display as part of the educational community here at Covenant.

MISSION STATEMENT - Covenant Classical Christian School's mission is to prepare students academically and spiritually to transform their culture for Christ.

ACCOUNTABILITY - Covenant Classical Christian School operates under the authority of a board of directors. Covenant holds accreditation status through Christian Schools International and the South Carolina Independent Schools Association, as well as membership in the Association of Classical Christian Schools.

CONSTITUENCY - We exist to serve the broader evangelical Christian community. In the spirit of Christian unity, we respect and seek to reflect the diversity of theological perspectives within the boundaries of traditional Christian orthodoxy. Families are expected to hold active church membership in an evangelical church and agree to those points described in our Statement of Faith.

STATEMENT OF FAITH

While aligning primarily with those doctrinal standards summarized in the Westminster Confession of Faith, and the Westminster Larger and Shorter Catechisms, Covenant Classical Christian School respects that the bounds of historical Christian orthodoxy make room for a measure of theological diversity. In order to maintain a sense of unity within that diversity, all employees, Board members, and at least one parent of every student enrolled at Covenant will agree with and work to live out the following Statement of Faith:

The Bible is the inspired, inerrant Word of God as contained in the 66 books of the Old and New Testaments. It is the written record of God's supernatural revelation of Himself to men, absolute in its authority, complete in its revelation, final in its content, and without any errors in its original manuscripts (2 Timothy 3:16,17).

God created the heavens and the earth, and everything contained in them, according to its kind, directly by the power of His word (Genesis 1). He created humankind directly and personally as a unique creation separate from the animals, making one male and one female, giving them to one another in marriage (Gen 1:26-31; 2:18-25). In this way God established that human life begins and is sanctified at the time of conception (Psalm 139:13), as well as establishing His created design for human gender, sexuality, and marriage as a holy union between one man and one woman (Matthew 19:4-6).

All men in their natural state are lost, alienated from God, and spiritually dead (Ephesians 2:1, 5). "All have sinned and fall short of the glory of God" (Romans 3:23).

Salvation comes only by grace, a free gift of God, through faith in the Lord Jesus Christ, who died for our sins according to the Scriptures (Corinthians 15:3). Those who, chosen by God, receive Christ by faith have their sins forgiven (Ephesians 1:4-7), their hearts cleansed (Acts 15:9), are born of the Spirit, become children of God (John 1: 12,13) and are made new creatures in Christ (2 Corinthians 5:17).

God is One God (Deuteronomy 6:4), Who exists in Three Persons (Genesis 1:26): Father, Son and Holy Spirit (Matthew 28:19). Jesus Christ, as the Scriptures affirm, is the Son of God (Matthew 16:16) and Son of Man, was born of a virgin (Luke 1:27, 31), and is Himself very God (Titus 2:13). The Scriptures also declare the deity and personality of the Holy Spirit (John 4:24).

Our Lord Jesus rose from the dead in the same body that was laid to rest in the tomb (John 20:25-27). The bodies of all believers who die will be raised from the dead and they will receive an incorruptible body like His glorious body (1 Corinthians 15:53; Philippians 3:21). All other people will be raised to the "resurrection of judgment" (John 5:28, 29).

Christians, God's new creations by the work of the Holy Spirit (John 3:8), are called to live all their lives in obedience to the precepts of God's Word (Psalm 119:105). God saves people so that they will live for Him and His name's sake (Psalm 23:3; Ephesians 1:4; 2:8-10). The ordinary fruit of a believer's life should be practical holiness, defined by a desire to keep the law of God as a continuing expression of gratitude for salvation (Ephesians 5:8-10), submission to God's Word as the only rule for life and faith (Proverbs 3:5), and repentance when convicted of sin as defined by the Scriptures (1 John 1:6-9).

Christian living includes not only sharing with words and deeds the gospel of Christ, but also gathering on the Lord's Day with other believers for worship (Acts 2:41-47; 20:7; Hebrews 10:23-25; Revelation 7:9-12), doing acts of mercy and justice (James 1:22-27; 2:14-26), and indeed everything to the glory of God (1 Corinthians 10:31).

Jesus Christ will return to earth (Hebrews 9:38); personally (1 Thessalonians 4:16); bodily (Acts 1:11; Colossians 2:9); and visibly to judge the living and the dead (Matthew 26:64; 1 Peter 4:1-8; Revelation 1:7).

PORTRAIT OF A GRADUATE

Academically Prepared

Covenant graduates are academically prepared for successful leadership in the life to which God calls them, able to think broadly, deeply, and critically about a wide variety of subjects. They have the ability to organize and analyze information, generate original thought, and persuasively convince others of an argument. Moreover, they are confident learners, able to use their solid foundation in language arts and mathematics to gain knowledge and understanding of anything they choose. Instilled with a lifelong passion for learning, Covenant graduates enjoy using their knowledge to create, innovate, inspire, and solve problems to help those around them, thereby making significant contributions to improve life in our modern world.

Spiritually Prepared

Covenant graduates have the tools to develop active spiritual lives through which they may seek knowledge of God and His Kingdom. We desire to see our graduates grow in spiritual maturity, seen in their devotion to serving God and their fellow man through the works of faith and faithfulness that flow from a committed relationship with Jesus and a desire to seek His glory in daily life.

Transforming Culture for Christ

Covenant graduates understand their relationship to God and His world. They have a clear sense of purpose and knowledge of God's calling on their individual lives. By His grace and provision, they are prepared to use their intellect, coupled with their servant's heart, to impact the world. By leading a healthy lifestyle and developing a close personal relationship with Jesus Christ, graduates ensure that they have the physical and spiritual strength necessary to pursue their vocation with a Kingdom-building, Gospel purpose that shows the redemptive work of Jesus' Kingship in every field of endeavor. Finally, Covenant graduates can utilize their full knowledge of the Gospel and the skills needed to articulate their beliefs persuasively to others to transform their culture by leading people to Christ.

SPIRITUAL LIFE & PREFERRED BIBLE TRANSLATIONS - All classes at Covenant are taught from the perspective of a Biblical worldview, making academic class time part of the spiritual development of students. In addition, students have specific Bible instruction and participate in chapel. Chapel is a weekly opportunity for students to worship together and grow together as a Christian community. At times this includes special spirit day assemblies.

Students are expected to participate in Bible classes and chapel, bringing their personal copy of the Bible (grades 3-12), and participating in songs, prayers, and Bible study with proper respect and attentiveness.

Bible translations acceptable for use in upper school (grades 7 - 12) Bible classes are:

New American Standard

English Standard Version

King James / New King James

The New Living Translation

Holman Christian Standard Bible

New International Version (**copyright 1984**. The translation philosophies of more recent translations of the NIV begin to place cultural concerns above textual accuracy.)

For greater consistency across the lower school curriculum, students in grades K – 6 should use The New Living Translation.

Students must use one of these accepted translations for study in Bible classes, but may bring a personal Bible of their preferred translation for chapel and personal devotion time. Where memorization of Scripture is part of the curriculum, students should use the translation of the teacher's choosing.



SECTION 2 – FINANCE

PAYMENTS - Tuition is invoiced according to the selected payment plan. If the payment is not received by the due date, regardless of a weekend, holiday or school break, it is considered past due and a \$30 late fee is assessed. A missed payment for families paying monthly must be paid immediately and the account must be set up for automatic bank draft for the remainder of the payment plan. Extended care fees are billed weekly. There is a \$20.00 fee for all returned checks. Any account that has two returned checks within a one-year period is required to pay cash. Parents are encouraged to contact the Financial Administrator as soon as possible concerning a problem with finances. If an account is in arrears of a month's tuition or a two-week extended care fee, the student may be removed from enrollment and unable to return until the account is current. A student's records are not transferred until all outstanding debts are satisfied. All debts must be satisfied prior to graduation for senior students.

REFERRAL PROGRAM - A referral program is established to promote Covenant to the community. For each new student recruited and enrolled at Covenant the referring family will receive \$200 off their oldest child's next quarter's tuition. Referral forms are in the office. Please fill out a referral form when the family inquires so that we may process your referral discount as soon as they are enrolled. In the event that more than one family submits the same name, the earliest referral receives the discount.



SECTION 3 – ADMISSIONS

ADMISSION POLICY - Attendance at Covenant is based upon evidence that the parents are committed to the Lord Jesus Christ and to the principles and program of Christian education offered by Covenant. Therefore, the administration is responsible for screening new and continuing families relative to such commitment. The registration process includes a pastoral reference letter initiated by the administration. It is important that families are regularly involved in the life of an evangelical church.

The selection of families is not based upon denomination affiliation, race, or sociological factors. Covenant does not discriminate on the basis of race, color, sex, national and ethnic origin in the administration of its employment, educational and admission policies, scholarship programs, and athletic and other school-administered programs. It is our desire to minister to the entire family; however, if our classes cannot meet the needs of a student, the student is not accepted.

September 1 is the birth date cutoff for enrollment, hence a child must be five (5) years old (kindergarten), or six (6) years old (first grade) on or before September 1 of that year. Any child with a birthday falling between the start of school and September 1st, may not attend classes until they have their 5th birthday. State/DHEC regulatory laws prevent a child under the age of 5 to attend classes for non-preschool status institutions. Covenant does not seek to push or frustrate a child when he/she is not developmentally ready. A child's age is often not the best determining factor for readiness in school. A placement test is administered to new students entering Covenant in kindergarten through twelfth grade. The non-refundable application fee includes testing and the application process.

An enrollment contract must be signed and turned into the school office. A penalty will apply for breaking this contract.

RE-ENROLLMENT - For Covenant families a re-enrollment contract must be signed and turned in to the School Office in order for a class space to be secured for the upcoming school year. A re-enrollment fee may apply. A penalty will apply for breaking this contract.

A student's re-enrollment may be terminated before the beginning of the next academic year because of outstanding financial balances or frequent violations of school rules.

WITHDRAWAL POLICY - Once a contract is signed, the parents agree to pay the entire tuition even if they choose not to continue at Covenant or even if the student is asked to leave. There are conditions in which the remainder of the tuition is not billed to the parents. The parent must petition the administration and the board to be forgiven of the tuition.



SECTION 4 - ATTENDANCE

ATTENDANCE & TARDY POLICY

We recognize that life circumstances periodically prevent timeliness, but excessive tardies have a negative impact on a student's academic performance and cause additional interruptions and transitions that affect the learning environment for all students in the classroom. Students are allowed 6 tardies per quarter without penalty. These 6 "free" tardies account for the occasional traffic accident, doctor's appointment, etc., those unavoidable life circumstances that throw us off of our planned schedules. Working to ensure the best possible conditions for student instruction is a responsibility that we share with one another, so please make every effort to limit tardies to those few, unavoidable life circumstances.

Grammar School (Grades K - 5):

1. If a student is late to a class for any reason, he or she is marked "Tardy".
2. For each quarter, a student may be tardy 6 times with no disciplinary action taken. For the 7th and 8th tardy within a quarter parents will be fined \$5.00. Each succeeding tardy receives a \$10.00 fine.
3. A student must be in school for more than 50% of the academic day to be considered "Present" for that day. Lunch time does not count as part of the academic day. If a student arrives at school after 11:00 or is dismissed before 11:30, he or she is marked "Absent" for the day.
4. Students counted as absent for the day may not attend or participate in extracurricular activities, including school sporting events, club activities, or school sponsored socials.
5. All absences are marked "Unexcused" unless a written excuse from the parent/guardian is submitted to the teacher or office.
6. Parents are responsible for making sure their student makes up any work missed when a child is tardy or absent.
7. For graded assignments or assessments missed during an excused absence, students will be allowed a grace period to make-up work. The grace period will be 2 days for each day absent.
8. Graded assignments or assessments missed during an unexcused absence may be made up at the discretion of the teacher. Otherwise, missed assignments and assessments receive a grade of "0".
9. In the event of anticipated absences (a family trip, for example), the parent/guardian is responsible for notifying the office and students need to check RenWeb for homework assignments. If the office is not notified in advance, these absences will be unexcused.
10. Students who accumulate more than 20 absences may not pass on to the next grade level. The parent/guardian will be required to work with the school administration to ensure that the student is prepared to advance.

Upper School (Grades 6 – 12):

1. If a student is late to a class for any reason, he or she is marked “Tardy”. Students should report to the office for an admit slip, unless they have a note from a teacher or staff member.
2. For each quarter, a student may be tardy 6 times with no disciplinary action taken. For the 7th and 8th tardy within a quarter parents will be fined \$5.00. Each succeeding tardy receives a \$10.00 fine.
3. Students must be present for 2 or more full periods to be counted “Present” for the day.
4. Students counted as absent for the day may not attend or participate in extracurricular activities, including school sporting events, club activities, or school sponsored socials.
5. All absences are marked “Unexcused” unless a written excuse from the parent/guardian is submitted to the office.
6. Graded assignments or assessments missed during an unexcused absence will receive a grade of “0” unless both the teacher and Administrator agree to do otherwise.
7. For graded assignments or assessments missed during an excused absence, students will be allowed a grace period to make-up work. The grace period will be no less than a number of class periods equal to the number missed during the absence.
8. Students and parents are responsible for making sure the student makes up any work missed when he or she is tardy or absent.
9. In the event of anticipated absences (a family trip, for example), the parent/guardian is responsible for notifying the office and students need to check RenWeb for homework assignments. If the office is not notified in advance, these absences will be unexcused.
10. Students who accumulate more than 11 absences in a course may not be eligible to receive credit for the course. The parent/guardian will be required to work with the school administration to arrange alternative opportunities for the student to earn course credit.

EXCUSED ABSENCES

All absences for all grade levels are considered “Unexcused” except in cases of:

1. Illness, Medical Appointments
2. Death in the family
3. Family emergency
4. Prior approval from the administration



SECTION 5 – DISCIPLINE

PHILOSOPHY OF DISCIPLINE AND POLICIES - The word “discipline” refers to the activities and practices that encourage and express discipleship. It begins in the home and remains the ultimate responsibility of the parents, even when children are at school. Students are expected to submit to the authority of the adults of the school on the basis of Romans 13, that these adults constitute a governing authority placed over the student by virtue of God’s providential ordering of human affairs.

The goal of all discipline administered at school, even punitive discipline, is to give the child some experience with the consequences of hard-heartedness and cultivate a heart that is tender toward the Lord and prepared to enjoy His blessing. The severity of punitive discipline needed in any given situation depends, not so much on the severity of the offense, as on the heart attitude that led to the offense. Because the school is a community, we must also consider the way a given offense or the on-going heart-attitude of the student influences other students.

Teachers manage classroom behavior and may take appropriate disciplinary action such as verbal warnings, special seating assignments, giving extra written assignments, or assigning a detention. Teachers will communicate with parents through RenWeb and/or phone call concerning on-going behavior problems or offenses warranting a detention. Detention may be assigned for the lunch break, recess, after school, or on a given Saturday.

The serving of a detention or suspension will always take priority over involvement in extracurricular activities.

DISCIPLINARY ACTIONS

DETENTION - may be assigned by the teacher or the office for multiple days during lunch, recess, or after school. Generally, the student will be required to do some sort of work, make up assignments, additional assignments, cleaning marker boards, picking up trash, etc.

SATURDAY DETENTION - may be assigned by the office in the case of multiple or severe offenses. A monetary fee will be charged to compensate the supervising adult for his or her time. The detention will be served for 4 hours on a Saturday and the time will be spent doing some kind of work as listed above.

SUSPENSION - may be assigned by the office for severe offenses or consistent and persistent refusal to respond well to other disciplinary actions. A student may be suspended for multiple days, and class time missed is recorded as an “unexcused absence”. Suspension generally results when a student has demonstrated a disregard for the authority of the school and is therefore served at home under the supervision of the parent.

EXPULSION - results in the case of a particularly severe behavior or when the school has exhausted all other disciplinary measures with no repentance from the student. A student may be expelled after the Administration has had a conference with the parents and made a recommendation to the school Board. The School Board must approve the Administration’s recommendation for expulsion.



SECTION 6 – CODE OF CONDUCT

STUDENT CONDUCT - All students are expected to conduct themselves at all times, both on campus and off campus, in a manner worthy of the call to follow Christ. When signing the Covenant Pledge the student agrees to:

1. Show respect for others, fellow students and adults, speaking to people with kindness and putting the needs of others before his or her own;
2. Work diligently to excel academically and intentionally contribute, in attitude and action, toward creating and maintaining an atmosphere of Christ-centered learning and growth;
3. Actively maintain a clean and functional school environment, both in the classroom and on the school grounds, by minimizing clutter, putting trash and recyclables in proper receptacles, and keeping wear on facilities, books, and equipment within reasonable limits;
4. Maintain personal purity and protect the purity of others, acknowledging that God intends for physical intimacy to remain within the confines of Biblical marriage;
5. Guard his or her heart, as much as possible, from ungodly influences in print, film, music, and on the internet that seek to stir up lust, violence, covetousness, or any other sinful inclination of the heart;
6. Maintain both personal and academic integrity, being truthful at all times, submitting only his or her own work on all assignments, and refusing to succumb to the temptations to plagiarize or cheat;
7. Obey all civil laws, school rules, and instructions from staff and faculty that do not conflict with the clear Biblical precepts of faith and practice.



SECTION 7 – SCHOOL RULES AND POLICIES

Students are expected to comply with all rules and guidelines communicated by the supervising adult whether it is in a classroom, the cafeteria, the playground, any other area on the campus grounds, or at any school sponsored event, including field trips, socials, sporting events, and other extracurricular activities.

In addition to the expectations stated above, students and parents/guardians should also note that:

1. The school reserves the right to inspect lockers, book bags, or purses when issues of student health and safety are concerned or when there is reason to believe that a student has brought inappropriate materials on campus or to school sponsored events. Searches will be conducted by the Administrator in the presence of a witness.
2. Any items confiscated by staff or faculty (cell phones, inappropriate materials, or any other item that detracts from the learning environment) will be sent to the office and the parent/guardian will be required to pick it up. If an item is confiscated a second time, a \$25 administrative fee must be paid before the item is released to the parent/guardian. If an item is confiscated a third time, the student will receive a suspension.
3. **Cell phones:** While cell phones have become a normal fixture in our society, they are also an incredible distraction and detriment to creating a focused learning environment. **Student cell phones on campus must be turned off or silenced and stowed away in a purse or book bag during class.** Cell phones may be used before or after school hours and during lunch only. **Cell phones will be confiscated if they are not properly stowed or if they disrupt class.** Contact the office and leave a message for your student in case of a pressing issue.
4. Gum is not allowed on campus or at any school sponsored event at any time, including field trips, after care, after school events, sporting events or other extracurricular activities.
5. Invitations to birthday parties and other private events should not be handed out at school without prior approval from the homeroom teacher.
6. Buying, selling or trading of any items between students is prohibited on campus or any school-sponsored event, athletic event, field trip, etc.
7. Students may not order food to be delivered to the school other than the school selected food service, except for teacher sponsored events.

Computer/Internet Policy - Covenant offers access to a computer lab and computers in the classroom. These computers are connected to the Internet via a broadband line. The computer lab's purpose is to provide an opportunity to learn computer skills, have access to word processors and spreadsheets, and offer on-line resources.

The privilege of using the computers is provided with the expectation that students are responsible for appropriate use. The following policies have been established to ensure that the computer equipment is well taken care of for use by everyone. Abuse of these policies will lead to immediate discipline in a loss of privilege and up to and including suspension from school.

These rules apply to all computer use at Covenant including a student's own tablet, laptops or other technological devices. These devices may be used for calendars, keeping notes, and writing reports but may only be used with direct supervision of a teacher if permission is given. Students may not access the Internet with wireless technology, unless under direct supervision of a teacher.

- Conduct on the computers is to reflect and be consistent with Christian ethical principles and precepts and the high standards of character expected of all students of Covenant Classical Christian School.
- Students are not permitted to be in the computer lab, use personal, or use classroom computers without adult supervision.
- Students are to treat Covenant equipment with care and ask for help when necessary.
- No access or transmittance of material that is in violation of local, state, or federal laws that is profane, abusive, or otherwise questionable is permitted. This includes, but is not limited to, anything that is copyrighted, threatening, obscene or covered by trade secret. If students encounter inappropriate material by accident, they are required to report it to their teacher immediately.
- Material is not to be downloaded or incorporated into one's own work without properly identifying and citing the source. Failure to do so is plagiarism.
- No instant messaging, social networking, or checking personal e-mail.
- The computers are not to be used for any commercial activities or any political lobbying.
- Students are not to reveal personal information about themselves without permission from teachers or parents and are to never reveal information about others when communicating on the Internet.
- No food or drink is allowed in the computer lab or while using any Covenant computer.
- Students are not to change, move, or otherwise tamper with Covenant computer hardware or network connections. Computer games or programs are not to be installed on computers in the lab. No program on any computer is to be deleted. Students are not allowed to change the computer color schemes or the desktop arrangement. Students are not to rename any computer files or move program or document files. They are not to delete cookies or history.
- Students are not to remove CD's, books or computer hardware from the lab.
- Students are not to attempt to access any locked files on the computers.

STUDENT DRESS CODE - The school has seen a variety of practical benefits in a uniform policy and dress code. Most notably, we have found that when parents are committed to enforcing the uniform policy and dress code, it fosters an environment focused on learning.

Parents and legal guardians bear primary responsibility for ensuring that their students come to school and school events dressed in accordance with the uniform policy and dress code.

ENFORCEMENT - If a student is not in accordance with the dress policy, a parent/guardian will be notified. Parents/guardians may be called to bring appropriate clothing, or if available, clothing may be provided from the school Uniform Closet. Parents/guardians will be billed for any articles of clothing taken from the Uniform Closet. Repeated offenses may result in more disciplinary action.

A student may not be allowed in the classroom if not in accordance with the dress policy. He or she will be sent to the office until a parent/guardian ensures that the student has what he/she needs to comply with the dress code policy. Until the student returns to class their attendance will be recorded as an unexcused absence. (Refer to Attendance Policies to see the affect of unexcused absences.)

UNIFORM POLICY FOR ALL MALE STUDENTS

- Uniforms should fit properly.
- Uniforms should be worn neat, clean, and in good repair.
- Pants are worn on the waist, not the hips. Pants are not allowed to drag on the floor or bunch up around the ankles.
- Belts are worn inside the belt loops of pants and shorts.
- No printed t-shirts that show through shirts may be worn.
- No visible tattoos allowed. Tattoos will be covered at all times, no matter the activity – on and off campus.
- No hats may be worn inside any building.
- PLEASE LABEL ALL PERSONAL ARTICLES THAT COULD BECOME CONFUSED WITH THE POSSESSION OF OTHERS.

Boys Everyday Wear

Shirt – Collared Polo or oxford style (Long OR Short Sleeve) *Any solid color* **Grades 3-12 must be worn tucked in**

Pants - Pleat-front, Plain-front (NO Cargo) *Khaki or Navy* (worn with a belt) **Grades K-2 may wear Elastic Waist**

Shorts - Pleat-front or Plain-front (NO Cargo) *Khaki or Navy* (worn with a belt) **Grades K-2 may wear Elastic Waist, Shorts may be worn year round**

Belts – **Grades 3-12 are required to wear a belt**

Socks – Must be neat and clean, will be worn with all shoes

Shoes - Athletic (field or court)/Dressy Casual (**NO** sandals, flip-flops, moccasins, or slippers)

Boots - **Grades 6-12 only may wear boots**

Boys Outerwear

Hoodies/Sweatshirts- Covenant Hoodie or Sweatshirt only

Coat/Jacket

*Boys Dress Uniform (Required for Special Events)

Pants - Pleat-front or Plain-front (NO Cargo) *Khaki* (worn with a belt)

Shirt - *White* button-down oxford **Worn tucked in**

Tie/Bow Tie –*Covenant Plaid* **grades K-5; Solid Navy Blue** **grades 6-12**

Belts - Plain or Braided Leather *Brown or Black*

Socks - Dress *Black or Brown*

Shoes - Dress *Black or Brown*

*These items should be purchased by September 1st to avoid being unprepared for special events

UNIFORM POLICY FOR ALL FEMALE STUDENTS

- Uniforms should fit properly.
- Uniforms should be worn neat, clean, and in good repair
- Hair is clean and neatly groomed.
- Skirts and jumpers are 3 inches above the knee or longer.
- Care must be given so that undergarments are not visible. A cami or tank top may be worn under polo or blouse if needed.
- No visible tattoos allowed. Tattoos will be covered at all times, no matter the activity – on and off campus.
- No hats may be worn inside any building.
- PLEASE LABEL ALL PERSONAL ARTICLES THAT COULD BECOME CONFUSED WITH THE POSSESSION OF OTHERS

Girls Everyday Wear

Shirt /Blouse –Collared Polo or Blouse (Long/Short Sleeve) *Any Solid Color*

Pants/Capri - Pleat-front or Plain-front (NO Cargo, Low Rise) *Khaki or Navy*

Shorts/Skort/Scooter - Pleat or Plain-front (NO Cargo or Low Rise) *Khaki, Navy*. No shorter than 3 inches above the knee. **Shorts may be worn year round.**

Skirt/Jumper/ Polo Dress –*Covenant Plaid, Khaki or navy*, no shorter than 3 inches above the knee, **grades K-5 must wear bike shorts if skirt is above the knee**

Sweater– *Any solid color*

Belts – Optional

Socks – must be neat and clean

Leggings - *Any solid color* **May only be worn under skirts and jumpers**

Shoes -K-5Athletic (court or field) or Dressy Casual (**NO** sandals, flip-flops, open-toe, heels, boots or clogs) **Shoe choices are for safety of the student while on playground. Athletic shoes are required for PE**

Shoes - 6-12Athletic (court or field) or Dressy Casual, flats or sandals (NO flip-flops, or heels over 2”).

Boots - 6-12, can NOT be worn with shorts. Boots worn with skirts may not come higher than just below the knee. Boots may be worn year round. **Athletic shoes required for PE activities**

Girls Outerwear

Hoodies/Sweatshirts- Covenant Hoodie or Sweatshirt only

Coat/Jacket

*Girls K-12 Dress Uniform (Required for Special Events)

Skirt –Plaid, worn to the knee

Jumper- Covenant Plaid

Blouse - Any button-up collared *white*.

Socks or Tights– Socks, Tights, or Hose *White or skin tone* **No leggings with Dress Uniform**

Shoes - Dress (**NO** sandals, flip-flops, open-toe, heels over 2”, **boots** or clogs) *Brown, Black*

*These items should be purchased by September 1st to avoid being unprepared for special events

DRESS POLICY FOR SCHOOL SPIRIT ACTIVITIES -

School spirit activities may deviate from the everyday uniform policy. Special guidelines will be communicated for each. However, school spirit activities that allow students to wear jeans must follow the guidelines below.

Jeans must be neat and modest:

- Solid **blue denim** color
- No rips, holes or frays
- Jean Shorts must conform to the shorts policy
- Not too tight or form fitting/baggy or oversized
- No decorations or adornments

DRESS POLICY FOR OFF-CAMPUS ACTIVITIES -

The attire for off-campus activities is determined by the teacher prior to each event or activity. Details will be indicated on the Field Trip Information form. Dress clothes are required for all SCISA student activities, No shorts are allowed. Students attending events as spectators will dress neatly and modestly.

SPECIAL EVENTS DRESS POLICY -

Students attending Upper School social events, banquets, and school performances must adhere to the following dress guidelines when Dress Uniform is not required.

On Campus School Performances: School Dress Uniform

High School Events: Christmas and Jr./Sr. Social

Males:

- Pants-Dress** pants; Shorts should not be worn
- Suit-** matching suit or blazer/sports coat
- Shirts-** dress shirt; a neatly-pressed
- Tie/Bow Tie-** any color tie
- Belt-** Appropriate for “dressy” occasion
- Shoes-** dress shoes; No "flip-flops" or tennis shoes
- Tuxedos-** optional

Females:

- Consideration must be given to dress style and fit in determining its appropriateness (i.e., neckline, bare back).
- Dresses must be approved by Office Administration
- Dresses** – Tea, floor, or 3 inches above the knee; spaghetti straps allowed; NO strapless or bare back dresses permitted
- Pants** – Formal (black); dressy top/blouse
- Shoes** – Dress

Athletic Banquet:

Our school emphasis on neatness, appropriateness and modesty should be honored at the Athletic Banquet.

Males:

- Pants-** khaki pants; Shorts should not be worn
- Shirts-** dress shirt; a neatly-pressed
- Tie/Bow Tie-** any color tie
- Belt-** Appropriate for “dressy” occasion
- Shoes-** dress shoes; No "flip-flops" or tennis shoes

Females:

- Dresses/Skirts** – 3 inches above the knee length or below; spaghetti straps allowed; NO strapless or bare back dresses permitted
- Dress Blouse-** neckline should be modest; Not off the shoulder
- Shoes-** dress shoes or sandals; No “flip-flops or tennis shoes



SECTION 8 – HEALTH AND SAFETY

ACCIDENT INSURANCE FOR STUDENTS - Enrollment in a group student accident insurance plan is provided for each student. The maximum medical limit is \$1,000,000. Coverage under this plan is “excess,” which means that it does not respond to the extent that a parent’s existing medical insurance will cover the bills. If the student has no existing insurance, the plan becomes “primary” and pays the “usual and reasonable” expenses up to \$1,000,000. If the parent’s medical insurance covers some, but not all of the bills, this plan will fill in the gaps for “usual and reasonable” expenses. Parents must first follow the rules for obtaining benefits from their personal insurance or payments under the student accident insurance may be reduced by 50%.

AUTHORIZED PICK-UP - A list of authorized people who may pick up a student from school is to be provided to the school office at the beginning of the school year. Any documents stating legal custody or restrictive contact must be provided to the school office.

EMERGENCY PREPAREDNESS - Covenant Classical Christian School has emergency plans for evacuation, severe weather, and lock down. Regular drills are conducted. A record is kept noting the date and time of each drill. Escape routes are posted in each classroom. Teachers review procedures and instructions with students at the beginning of each school year. For more details, please contact the school office.

DISMISSAL - Parents are assigned a family number (K-5th) to display on front car window for the purpose of student identification at dismissal. It is imperative that parents follow this procedure for safety and promptness.

HEAD LICE - Head lice are common in school-age children. If you discover that your child has a case of head lice, please notify the School Office. Follow the necessary treatment procedures. A notice is sent to parents in the class it affects. Do not send your student to school until there is no presence of either lice or nits. To prevent the spread of lice, encourage children not to share combs, brushes, or caps at school.

ILLNESS - When a student comes to the office not feeling well and has a temperature of 100 degrees or higher, the parent is contacted to come for the student. Therefore, it is important that the emergency numbers on file in the office are current. The student may return to school when fever free for 24 hours without the aid of a fever reducing medication. Students infected with a contagious disease, suffering a severe injury or who have had surgery should remain at home until a physician approves their return to school. Any restrictions regarding activities should also be communicated to the school.

IMMUNIZATIONS - All children entering school must have a South Carolina Certificate of Immunization on file indicating immunizations required by the SC Department of Health and Environmental Control are current. All shots are available at the local health department.

INCLEMENT WEATHER - In the event of bad weather, check the website and Facebook for school cancellation information. WIS-TV (Channel 10) is notified concerning the closing of Covenant. The school will make every effort to send an email out via RenWeb. Covenant does not follow Richland 1 closings.

MEDICATION - Over-the-counter medications are administered as designated under “Medication Consent” on a student’s Student Information Form. Other medication, such as prescription medication and over the counter medication brought from home, is only administered if the parent completes a Medication Authorization (available in the School Office) which includes the name of the medication, reason for use and dispensing instructions and the physician’s signature for prescription medication. Any special handling applicable to the medication such as refrigeration, dilution or other special treatment must be clearly communicated to the office. In the event of a medication error, parents are notified immediately. Prescription medication must be in the original container, with the correct name on the container. Prescription medication must be kept in the office.

MEDICAL EMERGENCIES - Steps that are followed in the event of a medical emergency:

- 1) Staff with CPR/First Aid training is on-site in each building at all times students are present.
- 2) 911 is called immediately upon recognizing signs and symptoms that require immediate medical attention.
- 3) The student’s parent/guardian is called immediately after calling 911 to inform them of the child’s symptoms and where they will be transported for medical care.
- 4) Staff provides CPR/First aid until emergency personnel arrive.
- 5) A staff person accompanies the student to the hospital if the parent has not arrived at the school in time.
- 6) The student’s emergency medical information form is taken to the hospital.

RINGWORM - Covenant follows the regulations set forth by the SC Department of Health and Environmental Control for schools which state: Children with ringworm of the scalp must remain out of school until they have begun treatment with a prescription oral antifungal medication. Your child may return to school with a medical note. Children with ringworm of the body may return to school with a parent note once they have begun oral or topical antifungal treatment. If the ringworm is on an area that cannot be covered by clothing, it must be loosely covered with a bandage while at school. A notice is sent to parents in the class it affects.



SECTION 9 – ACADEMIC STANDARDS

Our grading system is designed to give parents the most accurate evaluation of their student’s progress and provide student accountability. We at Covenant understand that God made each student unique in talents, understanding, maturity and personality. A student’s academic progress reflects their personal, social, and study habits. God gives a high standing to the one that labors diligently. “Lazy hands make a man poor, but diligent hands bring wealth” (Proverbs 10:4). “The plan of the diligent lead to profit as surely as haste leads to poverty” (Luke 10:7). Paul says, “When we were with you, this we commanded you, that if a man will not work, he shall not eat. For we hear that there are some which walk among you disorderly, working not at all, but are busybodies. Such people we command and urge in the Lord Jesus Christ to settle down and earn the bread they eat” (2 Thessalonians 3:10-12).

Grading System – The RenWeb is an online tool to inform parents of their student’s academic performance. Parents should check this information regularly. Report cards are issued four (4) times during the school year at intervals of approximately nine weeks. All entries made by the teacher on the student’s report card are the result of careful evaluation of the student’s learning, effort and self-discipline. The following grading scales are used.

Kindergarten and skill sets in grades 1-6:

- E Consistently Displayed
- G Good Progress
- S Satisfactory
- N Needs Improvement
- U Indicates Problem

Grades 1-3:

- | | |
|-------------------------|------------|
| E Excellent Progress | 93–100 |
| G Good Progress | 85 – 92 |
| S Satisfactory Progress | 77 – 84 |
| N Needs Strengthening | 70 –76 |
| U Unsatisfactory | 69 – Below |

Grades 4-5:

- | | |
|---|------------|
| A | 93 – 100 |
| B | 85 – 92 |
| C | 77 – 84 |
| D | 70 – 76 |
| U | 69 – Below |

Upper School (Grades 6-12):

- | | |
|----|---------------|
| A+ | 98.0 – 100 |
| A | 95.0 – 97.9 |
| A- | 93.0 – 94.9 |
| B+ | 90.0 – 92.9 |
| B | 87.0–89.9 |
| B- | 85.0–86.9 |
| C+ | 82.0 – 84.9 |
| C | 79.0 – 81.9 |
| C- | 77.0 – 78.9 |
| D+ | 74.0 – 76.9 |
| D | 72.0 – 73.9 |
| D- | 70.0 – 71.9 |
| U | 69.9 or below |

Academic Recognition

Honor Roll

Headmaster's List – At least a 4.5 GPA with no class below an A- (4.0)

High Honor Roll – At least a 4.1 GPA with no class below a B (3.25)

Honor Roll – At least a 3.7 GPA with no class below a B (3.25)

National Honor Society (NHS)

Recognizes juniors and seniors who qualify for membership in the following areas:

- Scholarship: 90% cumulative grade average
- Leadership
- Christian character
- Service

All students who qualify academically complete a form outlining their experiences in leadership and service. The entire faculty is given the opportunity to provide input regarding these students in the areas of leadership, Christian character, and service. A five-member NHS Faculty Council evaluates all applicants to determine who is chosen for membership. Once students are selected, Covenant holds a public induction ceremony.

NHS functions as a club at Covenant and follows the club guidelines.

Late Assignments – Except in cases of excused absences (see Attendance Policy), teachers accept or refuse late assignments according to their own class policy.

Student Retention – Any student K-6 who earns one or more U's or F's in two or more major subject areas may be required to repeat the grade. Summer school or tutoring may be necessary (with successful test results) before the student can be reconsidered for enrollment in the next grade level. A teacher may also recommend retention based on professional judgment.

Tutoring – Scheduling and fees are setup by the tutoring teacher and parent of child being tutored. Tutoring required for grade advancement must consist of no less than 600 minutes over the summer.

Academic Support - Students 7-12 demonstrating unsatisfactory academic progress may be assigned to Academic Support during their break. If assigned, students are required to meet with the teacher of the specific class during the afternoon break on the days scheduled. Students are assigned if the student has a failing average or test, has incomplete work or the teacher deems it important for a student to receive tutoring. The teacher will determine the specific time and dismiss the student when standards are met. Students should report with all materials necessary including books and supplies. **This academic support takes precedence over other extracurricular activities. Failing to report to assigned academic support will result in a disciplinary action.**

Standardized Testing – If a student misses this scheduled testing for valid reasons, make-ups are arranged. Make-ups are not allowed for planned absences. Standardized test results are mailed with the final report card at the end of the school year.

Student Records – Records are locked in a fireproof cabinet in the School Office area. The

administration, faculty, secretary and parents (according to office procedure) have access to student files.

Course Enrollment/Withdrawal – Students must obtain a Class Enrollment/Withdrawal form from the School Office. The form requires the teacher’s recommendation and/or approval, guidance approval, and student and parent signatures. Completed forms are submitted to the School Office within the first two weeks of class. Once the two-week deadline has passed, students may not be added or removed from class rosters.

Honor’s Course Enrollment/Withdrawal – A student’s grade average must be a minimum of 90% in the prerequisite course for honor class enrollment consideration. If this requirement is met, students must (1) obtain a Class Enrollment/Withdrawal form from the School Office, (2) fill out and sign form, and (3) obtain recommendation and/or approval from the teacher, guidance office, and parent. The form is turned in to the School Office within the first two weeks of class. Once the two-week deadline has passed, students may not be added or removed from honors’ class rosters.

Advance Math Track – Sixth grade students desiring to take Pre-Algebra in the seventh grade must be recommended by the sixth grade math teacher. Recommendations are based on math grades, standardized test scores and teacher observations.

Students desiring to take Algebra in the eighth grade must have completed Pre-Algebra in the seventh grade with a B (85) or higher average. If a B (85) or higher average in Pre-Algebra is not accomplished in seventh grade, the student is required to re-take Pre-Algebra in the eighth grade before enrolling in Algebra I.

Students enrolled in Algebra I in the eighth grade must complete Algebra I in the eighth grade with a B (85) or higher average. If a B (85) or higher average in Algebra I is not accomplished in eighth grade, the student is required to re-take Algebra 1 in the ninth grade before enrolling in Algebra II.

8th grade HS credit – Students successfully completing Latin I, Algebra I, and Computer Applications in eighth grade will receive high school credit.

Exam Policy

Exempting Examinations:

- a. There are no exemptions for the fall semester examinations.
- b. Only seniors with an “A” average in a class can exempt the spring semester examination for that class.

Material Covered in Semester Examinations:

- a. The fall semester examinations are to include only content covered during that semester.
- b. The spring semester examinations are to include only content covered during that semester.
- c. Examination questions are related to the essential questions for the course content covered during the semester.
- d. The examinations are designed so most students complete the examination within three-fourths to four-fifths of the total time allowed.

GRADUATION REQUIREMENTS -

College Prep

English	4
Mathematics	4
Science (Lab Science)	3
History	4
Economics/Government	1
Rhetoric	1
Foreign Language	3
Physical Education	1
Computer Applications	1
Bible	2
Logic	1
Fine Arts	1
Senior Thesis	0.5
Total Minimum Credits needed	26.5

General Diploma

English	4
Mathematics	4
Science	3
History (includes Economics/Government)	3
Rhetoric	1
Foreign Language	1
Physical Education	1
Computer Applications	1
Bible	2
Logic	1
Fine Arts	1
Senior Thesis	0.5
Additional Electives	1.5
Total Minimum Credits Needed	24

RANKING POLICY - Covenant Classical Christian School ranks its students in accordance with the Uniform Grading Scale policy as designed and approved by the Commission on Higher Education. Parents may access the rank of their student(s) from the guidance department at any time following the completion of the ninth (freshman) grade year.

Given the size of each class, the overall academic strength of our student body, and the rigorous curriculum required of each student, we do not consider class rank as a predictor of success in college. One hundred percent of Covenant graduates are accepted to college.

STUDENT SERVICE HOURS -

REQUIREMENT: All Upper School students (grades 9-12) are required to complete and record 10 hours of community service AND 5 hours of Covenant service per year. Community service must receive prior approval from the homeroom teacher and be completed by May 1. Report cards are held until this requirement is met. All service hours are recorded on a student's transcript. Requirements must be met for a student to graduate. Seniors must have completed all community service per high school year to participate in graduation.

PURPOSE:

1. Covenant service hours help build a sense of ownership and school.
2. Community service gives students a structured opportunity to let the light of Christ shine through them in such a way that men may see their good works and so glorify God in heaven.
3. Community service gives students a structured opportunity to serve the welfare of their neighbor and community.
4. Service within our community and school gives students a structured opportunity to develop their own gifts, talents, and interests in the service of God's kingdom.

GUIDELINES:

1. Community service primarily benefits or contributes to the community or society. The intention is to encourage service beyond the spheres of family, school and the local church (mission trips are allowed).
2. Community service is strictly voluntary. No payment may be received for the service provided.
3. Community service focuses involvement, as much as possible, on one cause or organization over the course of a year. Ten hours of service to one cause is preferable to giving 1 or 2 hours to a number of different causes.

IDEAS/SUGGESTIONS:

Community service includes a wide variety of worthwhile endeavors.

1. Students may serve a cause or organization that has evangelism as its primary focus, such as neighborhood Bible clubs or a summer mission trip.
2. Students may serve a cause or organization that seeks to relieve human suffering such as a food bank, a shelter for the homeless, or a clothing exchange.
3. A cause or organization that seeks social change such as pro-life groups, anti-gambling or abstinence campaigns are acceptable.
4. Political campaigns or summer camps are also acceptable.

Covenant service can be completed in many ways.

1. Covenant work days.
2. Assist a teacher or assist in the School Office.
3. Students who participate in Student Council and/or National Honor Society earn 2 hours of Covenant service for each per year.

The possibilities are endless, as long as it fits within the guidelines.



SECTION 10 – Sports and Extra Curricular Activities Eligibility

Sports and other extracurricular activities give students an opportunity to explore and exercise their gifts and talents, learn leadership skills, develop habits of discipline, grow in Christian community through teamwork, learn how to handle adversity and defeat, and experience the success that comes from hard work toward a goal. And they're just plain fun.

The opportunity to participate and represent Covenant in extracurricular activities is extended to all students, regardless of skill level, on the basis of character and academic eligibility.

Character Requirements:

1. All students are expected to adhere to the Code of Conduct and abide by school rules.
2. If a student earns a detention for violating the Code or breaking rules, **serving the detention always takes priority over practice or participation in an extracurricular activity.**
3. If a student is suspended, he or she may also be restricted from participating in extracurricular activities for a period of time determined by the Administrator.

Academic Requirements:

1. If a student fails 1 or more classes on his or her quarterly report card, that student is ineligible to participate in athletic activities. The grade will be reviewed at mid-term to determine if the student is eligible.
2. When a student is academically ineligible, but could possibly become eligible at mid-term, he or she may continue to participate in practice, but may not travel with, sit on the bench with, or participate with the team in games or events.
3. If a student fails 1 or more classes on his or her final report card (grade for the year), that student is ineligible for extracurricular activities for the 1st quarter of the next academic year, even if the student recovers credit through summer school.



SECTION 11 - COMMUNICATION

PARENT/SCHOOL RELATIONS - Parents are urged to speak directly to the appropriate teacher to discuss any problem concerning their student. There are scheduled parent teacher conferences each semester. Parents are strongly encouraged to come and talk with the teachers during these times. If parents desire a conference at another time, please call the School Office to arrange an appointment. **Parents are encouraged to use RenWeb in order to keep up with student grades and attendance.**

GRIEVANCES "The Matthew 18 Principle for Solving School Problems," says the following: *Due to our human nature we may at times irritate others, resulting in misunderstandings or strong disagreements. In Matthew 18:15-17, Jesus gives His formula for solving person-to-person problems. The following are the words of Jesus:*

"If your brother sins against you, go and show him his fault, just between the two of you. If he listens to you, you have won your brother over. But if he will not listen, take one or two others along, so that 'every matter may be established by the testimony of two or three witnesses.' If he refuses to listen to them, tell it to the church; and if he refuses to listen even to the church, treat him as you would a pagan or a tax collector."

In keeping with this Scripture passage, we are providing you with some basic principles to follow:

1. Everyone connected with our school is responsible for its quality and reputation. Enthusiastic parents and supporters, dedicated teachers and happy, well-disciplined students promote the school. Everyone should seek the best interests of the school in conversations.
2. Remember to pray faithfully for students, teachers, and the whole school. Whenever possible, aim to keep your student's training consistent with the instruction you expect him to receive at school and support the work of his teacher with your encouragement.
3. A student does not always hear or see a situation accurately. Contact the school immediately if you have a question and give us the opportunity to remedy any apparent problems.
4. Discuss any disagreement you may have with a teacher in person. Take the time to talk with the teacher directly. Gossip never solves problems.
5. Complaints, concerns, problems, or other matters are to be channeled by parents according to the school's chain of command. All persons are encouraged to deal with a situation at its source. This usually means speaking with a particular teacher or appropriate staff member in an attempt to get clarification or resolution. Once an honest attempt has been made and clarification, resolution, or satisfaction has not been reached, the person then proceeds to the next level of authority, the school Administrator. If satisfaction is not realized with the Administrator, a person proceeds to the Covenant Board by writing a letter to the attention of the board chairman.

Communication Tools -

1. **COVENANT NEWS EMAILS** - Covenant's primary school-wide official communication is the COVENANT NEWS email. Covenant News is sent every Thursday. Please notify the School Office of any changes in your email address. Please check your emails regularly and, at least, on Thursdays.
2. **RENWEB**- RenWeb is your official one stop for all things informational. Grades, the school calendar, homework, upcoming events, Covenant News, the expanded family handbook, and more are located on RenWeb. You can access RenWeb via www.covenantcs.org, under student life. The district code is CCS-SC.
3. **TELEPHONE** - The School Office ONLY relays messages to the student in an emergency. Parents are not to call the School Office to speak with their student. Transportation and lunch needs must be communicated to your student prior to school. Grammar School students are not to use the telephone during the school day. Upper School students may make calls during lunch and after school through the school office. For cell phone use and regulations, please see Section 5 – Student Rules and Expectations.
4. **FAMILY DIRECTORY** - Family Directories on RenWeb are for the purpose of contacting other Covenant families for school-related issues. The use of the directory for the purpose of solicitation is strictly prohibited.



SECTION 12 – VISITORS

Parents and visitors are welcome to visit Covenant. All guests are expected to adhere to Covenant standards and moral conduct while on our premises. Our goal is to provide a safe, secure campus for your children. You can help us with that by doing the following:

8. All parents and visitors are required to register and obtain a Visitor Pass from the School Office.
9. If you plan to visit in a classroom during the school day, please notify the office two (2) days prior to the visitation day.
10. Legal guardians must provide written permission for any non-custodial parent to pick up a child or to visit a child in the classroom.



SECTION 13 – GENERAL INFORMATION

LUNCHROOM GUIDELINES - Students are permitted to bring their lunch or pre-order from our lunch delivery program. Use the link found on the Covenant webpage. The lunch staff is unable to microwave lunches brought from home. Parents bringing lunch for their student must deliver it by the beginning of the lunch period. Otherwise, a Lunchable is provided and parents are billed.

- The microwaves located in the lunchroom are a privilege for high school students only.
- When you pack a lunch, remember to put in a napkin and the utensils, cups, etc. needed. If the student drinks water at lunch, include a water bottle.
- Students do not have permission to trade food.
- Please send a nutritious mid-morning snack. Soft drinks are not snacks and must be caffeine free.

LOST AND FOUND - Mark all personal articles so they can be returned to the student if lost. Lost items are taken to LOST AND FOUND. Any items not claimed by the end of each nine weeks are taken to a charitable organization. Lost and Found is located outside the library after school.

EXTENDED CARE - An extended care program is available for the convenience of families whose children are enrolled at Covenant from 7:00 am-8:05 am and from 3:00-6:00 pm. Students in afternoon extended care may bring a snack or purchase snacks from a limited supply available. Extended care fees apply for students who arrive before school or stay 15 minutes past dismissal. Extended care fees are billed weekly. A fee of \$1.00 per minute is assessed for students who arrive prior to 7:00 am or stay later than 6:00 pm (if more than one child is in the family, the family rate is \$1.50/minute). If you have an emergency, please call extended care at (803) 237-5215. On days when there is no school and extended care is offered for grades K-8, a reservation must be made through the School Office. A minimum number of reservations (4 students) must be received for childcare to be offered. Students with reserved spaces who do not come are billed a \$15 no show fee.

High school students arriving before 8:00 a.m. may meet, weather permitting, at the campus picnic tables in the Middle School/High School quad. High school students may not be unsupervised at any other campus location. Upon dismissal, high school students remaining on campus must go to the mini quad beside the playground. All high school students are required to be off school grounds by 4:00 p.m. or must report to extended care. **High school students remaining in extended care may not use a cell phone** or any other electronic device. The school phone must be used for any calls. *During inclement weather, high school students must report to extended care before and after school.*

FIELD TRIPS - Covenant is an academic institution that seeks to prepare students for all of life. Thus, our curriculum is not restricted to a classroom. Field trips allow students to develop individual strengths and independence. They provide the opportunities for students to better experience life and thus develop a vision for life. The cost of field trips for students is in addition to tuition. Chaperones are responsible for the cost of their field trip. Field trips may require students to bring a bag lunch or be prepared to purchase a lunch. Students must adhere to the assigned dress code on field trips.

Covenant values parents providing transportation for field trips. To provide for the safety of students, Covenant requires a yearly authorization, which includes a driver's license check ran with the SC DMV and verification of insurance on a vehicle.

Parents providing transportation for field trips are required to

- Ensure each student is securely buckled with appropriate safety restraints. Students under twelve years old must not sit in a seat with a front air bag.
- Drivers stop for emergency reasons only.
- It is of chief importance for parents to abide by the rules and procedures established by the classroom teacher for field trips.
- Drivers must have \$100,000/\$300,000 bodily liability and \$100,000 property damage coverage. In addition, it is recommended that drivers have uninsured and underinsured motorists' coverage in limits of \$100,000/\$300,000/\$100,000.

STUDENT DRIVING/PARKING -

Covenant is a closed campus and students are expected to remain on the campus from their time of arrival until the end of the day.

- Students leaving during the school day for any reason need written parental permission (i.e., a letter, note, email,) in advance of leaving and must sign out in the office.
- When leaving, failure to sign out constitutes an unexcused absence no matter how valid the reason.
- Any student leaving and then returning to school during the school day must sign back in at the office upon returning to school.
- **Students are not allowed to enter their cars during the school day.**
- **Students may not transport other students for any school sponsored activity.**

High school students may not transport or be transported by other high school students without permission from the driver's parents and the passenger's parents. It is the parents' responsibility to communicate this to their student and to the office.

SENIOR PRIVILEGES – Seniors receive certain privileges during their last year at Covenant. These privileges may be enjoyed by all seniors given that they do not abuse these privileges. Privileges may be revoked if abused. For seniors to use these privileges a signed permission slip, approved by the Head of School must be in the office. Permission slips can be picked up in the school Office.

- **Study Hall-** Seniors may be off campus during study hall (only with prior written permission and approval).
- **Off Campus Lunch-** Seniors may go to lunch off campus on Fridays (only with prior written permission and approval).
- **Senior Drivers and Riders-** Seniors must have a signed permission slip to drive other seniors or ride with other seniors during approved off campus outings.

CLUBS - Covenant service and special interest clubs exist at the initiation of a student, staff and/or parent. Guidelines for establishing a club on campus are available in the School Office.

CONTRIBUTIONS - Covenant is continually striving to improve the quality of education offered to its students. Contributions to the school or any part of its program are welcome and encouraged. Tuition alone cannot pay all the expenses incurred in an operation of this size. The school is dedicated to the Lord's work and continued support allows us to carry out this task. Covenant is qualified to receive gifts which are tax deductible.

HOME EDUCATOR'S LIAISON PROGRAM (H.E.L.P.) -

Covenant provides a support service to assist parents who choose to make the sacrifice and commitment necessary to teach their children at home. Attendance in core and elective classes and participation in some field trips is available. Applications are available in the School Office.

SUMMER CAMP - Summer Camp is approximately eight weeks during the summer. It is available to students five (5) years old through rising 9th graders who are enrolled in Covenant as well as other children in the community. Various activities are planned both on and off campus. Camp information is distributed to students in the spring, mailed to other interested parents and posted on the school website.



SECTION 14 PARENT TEACHER ORGANIZATION



The purpose of our PTO is to encourage a working together of parents, teachers and concerned friends in order to provide the best in Christian education for every student enrolled. Your active participation is needed to strengthen the life of home and school. The PTO is a volunteer organization that depends upon all parents being involved.

PARENT SERVICE- In an effort to connect families and involve families in our school community, the PTO is sponsoring Parent Service hours.

All Covenant Families are encouraged to complete and record 10 hours of Covenant service per year. For those families that find themselves unable to or unwilling to do Covenant service hours, you can be exempt by paying \$300 to the PTO. If at the end of the school year you have not completed all your Covenant hours, we can prorate that to cover the remainder of your hours.

PURPOSE:

- Covenant service hours help build a sense of ownership and school spirit
- Covenant service gives parents a structured opportunity to serve the welfare of our school family.
- Service within our school gives parents a structured opportunity to develop their own gifts, talents, and interests in the service of God's kingdom.

IDEAS/SUGGESTIONS

Covenant service can be completed in many ways.

- PTO Leadership Team
- Covenant work day
- assist a teacher or assist in the School Office
- Assigned homeroom mom (receives 5 Covenant hours)
- School booth at festivals, expo's, and fairs
- Promoting our school in the community
- Daddy Daughter Dance
- Mother Son Activity
- Coke tops
- Family Reading night
- Back to School Dinner/PTO dinners
- Teacher Appreciation
- Uniform Closet
- Fundraisers

Together the possibilities are endless!

Uniform Closet: Proceeds from the donations made to the uniform closet go to the PTO.