

Covenant High School

Student – Parent Handbook

Mission Statement

Covenant High School strives to deepen our students' relationship with Jesus Christ and prepare them for fruitful and joyful service to God and man.

Objectives

Covenant High School seeks to guide students:

- To respond in gratitude for God's grace in Christ by seeking to love and obey Him in every thought, word and deed.
- To experience the love and joy of the Lord in learning and in life.
- To develop their gifts and use them in loving service to Christ and others.
- To see creation as the handiwork of God and to study, use and preserve it with wonder and respect.
- To interpret modern life and culture in the light of the revealed Word of God.
- To prepare for fruitful Christian service in college, the work place and the home.
- To aspire to excellence in all things.

CHS Distinctives

- A scriptural view of God and man provides the underlying structure for all of the courses and the direction for the entire school program.
- The various subjects are integrated with each other so that their natural relationships are emphasized and exploited.
- The enjoyment of learning and the joy of the Lord are the paramount goals for all activities.

Statement of Faith

CHS embraces the Bible as the inerrant, infallible Word of God: "All Scripture is God breathed and is useful for teaching, rebuking, correcting and training in righteousness, so that the man of God may be thoroughly equipped for every good work" (2 Timothy 3:16). The school regards the Westminster Confession of Faith as a faithful summary of the central truths of Scripture.

Educational Philosophy

The educational philosophy of Covenant High School is founded upon the good news of salvation through Jesus Christ alone as revealed in the Bible, the inerrant, inspired and infallible Word of God. We want our students to know and understand the Bible's teaching regarding the person and work of Christ, emphasizing the grace and loveliness of Christ in a way that fosters deeper love, devotion, gratitude and obedience to him.

Our educational outlook includes a scriptural view of man: the sinfulness and depravity of all men, the vestiges of God's image in man, and man's continuing responsibility to obey the law of God. We emphasize that all who put their faith in Christ are new

creations. Their sins are forgiven and they are called to and enabled by the grace of God to live grateful lives of loving obedience to Christ.

Our goal is to build each student's confidence in the Bible so that they will love it, know it, understand it and apply it to their lives and to the issues of society. We seek to equip students to share the Gospel clearly and winsomely with others and give a defense of the hope that is within them. It is our aim to help them establish habits of Bible reading, prayer and worship, and give them the intellectual tools for serious Bible study.

We strive to encourage and stimulate the expression of the fruit of the Spirit in the lives of our students. Our students are challenged to develop and exercise their natural talents and spiritual gifts to the glory of God and the service of others. We endeavor to develop leadership skills with models from church history and provide training and opportunities to exercise leadership in the life of the school.

We aim to broaden and deepen their understanding of creation and our calling to be good stewards of the earth. We endeavor to help our students to recognize and acknowledge God's sovereignty in history. Through the study of church history, our students will learn from and be inspired by faithful Christian men and women from the past. CHS seeks to enable our students to understand and evaluate the laws, theories, opinions, literature, music, art and other products of human culture and analyze them biblically.

We strive to integrate all knowledge into a cohesive whole. The connections between mathematics, science, art, literature, history and the other subjects will be emphasized. Our curriculum builds on previously acquired knowledge in a rational, systematic and logical way and challenges the students to learn and grow.

In summary, it is our aim to challenge and help students to glorify and enjoy God in all areas of life and thought.

School Name

God promised Abraham, "I will establish my covenant as an everlasting covenant between me and you and your descendants after you for the generations to come, to be your God and the God of your descendants after you" (Gen. 17:7). The divinely appointed instrument of this covenant's fulfillment is the faithful teaching of our children (Gen. 18:19). We gratefully and joyfully claim that covenant promise for ourselves and undertake the education of our children in the confidence that we serve a covenant-keeping God of grace who is faithful in all His ways.

School Crest

The cross represents the centrality of Christ's sacrifice as the cornerstone of our faith and of Christian education. The Celtic cross, an ancient symbol of Christianity, reminds us of our connection with the church through all the ages. The shield depicts the Christian life as warfare and the call to all believers to "Put on the whole armor of God." (Ephesians 6:11). The crest includes the school motto: To glorify God and enjoy Him forever.

School Motto

"To glorify and enjoy God forever"

The Scriptures proclaim that we are to do all to the glory of God (1 Cor. 10:31) and that He is to be the chief desire of our hearts (Ps. 73:25). The Westminster Shorter Catechism reflects this truth in its first question: "What is the chief end of man? Man's chief end is to glorify God, and to enjoy Him forever."

School Colors

Navy Blue and White

School Board and the Relationship to Faith Presbyterian Church

CHS, founded in 1992, is a ministry of Faith Presbyterian Church (Presbyterian Church in America). The church's elders appoint the school board and maintain oversight of its actions. Covenant seeks to serve the entire Christian community. Its students attend a wide variety of Christian churches in the area. Parents and students are invited to submit their written suggestions and concerns to the Board by providing them to the Principal or Board Chairman.

Curriculum

CHS provides instruction (grades 9-12) in Bible, English, mathematics, science, foreign language, history, Latin, civics, economics, physical education, health, the fine arts and the practical arts (computer, keyboarding and home economics). All students completing the minimum required course of study will meet all state course requirements for high school graduation; those pursuing the college preparatory course will meet the course requirements for admission to private and public colleges and universities. A copy of the Course of Study may be obtained from the CHS office.

Accreditation and State Approval

Covenant High School is a fully accredited institution through the Association of Christian Schools International and is an approved school of the Office of Superintendent of Public Instruction of the State of Washington.

Physical Education at the YMCA

Physical education classes are held at the excellent athletic facilities of the Family Branch of the YMCA. The YMCA is located at 1002 S. Pearl, just four blocks from CHS. Racquetball, volleyball, basketball, weight training and many other activities are included in the P.E. program.

Eligibility for Admission

Students eligible to apply for admission to Covenant High School must:

1. Profess faith in Christ and maintain regular attendance in a Christian church and
2. Have at least one parent who professes faith in Christ and is in regular attendance in a Christian church. Believing young people whose parents do not profess faith in Christ may be considered for admission if endorsed by a Christian church or ministry.

Covenant seeks to serve the whole Christian community and maintains a student body from many different Christian churches in the area. Approval for admissions is granted without regard to race, sex or national origin.

International students should see the International Student application materials for information regarding eligibility for admissions for foreign students.

Re-registration

Current CHS students must re-register each year. A space will be offered only if the student registers before the assigned deadline (normally in March), pays the registration fee and is otherwise qualified. There is no application fee for returning CHS students. In the sole discretion of CHS, students may not be allowed to re-register who have 1) demonstrated a pattern of poor effort, 2) been disruptive or otherwise violated the student commitment regarding behavior or 3) a negative attitude or a negative influence on others.

Tuition Payments and Late Fees

Tuition payments are processed through FACTS, a tuition management company. Each family signs a contract with FACTS authorizing automatic withdrawals from the family's bank account. The contract is a ten month plan, August through May. The monthly payment plan is not correlated to the school calendar. Monthly tuition payments are considered delinquent upon funds rejection from the bank. If the tuition bank draft is returned for funds rejection, a fee of \$25 will be assessed. Families may choose not to participate in the automatic withdrawal program by paying the full year's tuition and the activity fee by August 5th. Families who pay the full year's tuition upfront will receive a \$100 discount per student on the total.

Monthly tuition payments are considered delinquent upon funds rejection from the bank. If the tuition bank draft is returned for funds rejection, a fee of \$25 will be assessed. If a monthly tuition payment is not received by the 5th of the month, the account is considered delinquent and may be assessed a \$20 late fee by CHS in addition to the \$25 funds rejection fee assessed by FACTS. Each month a tuition installment payment remains unpaid an additional \$20 late fee may be added per unpaid monthly payment. A tuition account must be current to within 60 days in order for a student to continue at CHS. Report cards and transcripts will be withheld until all tuition, fines and fees have been fully paid.

No student will be re-registered for the next school year until all tuition, fines and fees are paid. Additionally, if all tuition, fines and fees from the previous school year are not paid by August 5th, the reserved space for the start of school in September will be forfeited.

Financial Assistance

Financial assistance may be available to those who are unable to afford the full tuition expense. Families who require such assistance are to request a financial aid form from the school office and submit it along with a current federal tax return with the application.

Textbooks

There is no book fee for textbooks and books which remain the property of CHS. Students are expected to maintain books in good repair and return them at the end of the semester. Fines will be assessed for lost or damaged books. There will be a book fee for consumable books which become the property of the student.

Early Withdrawal

Families who register are making a commitment for the full school year. The financial health of the school is predicated upon all students completing the school year. Families who withdraw a student before the end of the school year must be current on the monthly payments due since August. All families withdrawing a student before the end of the year will be assessed a \$400 early withdrawal fee. All school property must be returned and all tuition, fines and fees due must be paid before the school will release grades and transcripts.

Health Records

All students attending CHS must be current on immunizations and free from infectious diseases. Certificates of immunization and a completed health record sheet must be on file in the school office by the first day of school.

Health and Safety

CHS strives to provide a safe school environment and attempts to protect the health and safety of our students and staff. We conduct earthquake, fire and safety drills. Any student who feels ill or becomes injured should notify a staff member immediately. First aid materials and assistance will be rendered as needed and every effort will be made to contact parents. In the case of medical emergencies, CHS staff members may transport students to the hospital or call for 911 assistance.

Prescription and Nonprescription Medications

Staff members, students and volunteers are not permitted to distribute aspirin or any other medication to students. Students should not ask CHS personnel for any medication. The only exception to this policy will be for students who provide a doctor's and parent's request (including a waiver of liability) for a CHS staff member to dispense prescription medication to the student.

CHS Not Responsible for Property

CHS is unable to track and care for the variety of items of property brought to the school by students and parents. CHS is not responsible for lost, stolen or damaged property of students and parents, including their motor vehicles.

School Hours

7:30 - 2:10	Full day
7:30 - 8:20	Period 1
8:24 - 9:14	Period 2
9:18 - 10:08	Period 3

10:12 -11:02 Period 4
11:06 - 11:56 Period 5
11:56 - 12:22 Lunch
12:26 - 1:16 Period 6
1:20 - 2:10 Period 7

Lunch

Students will bring lunch from home. Microwaves are available for warming food. Students may eat only in the Fellowship Hall, or the courtyard or the exterior grounds to the south of the main sanctuary. Students found eating or drinking in areas off limits for food consumption may be required to do clean-up duty or pay a monetary fine. All students are expected to clean up after themselves. In addition, a weekly schedule of student clean up teams will be posted. Students will not be permitted to go off campus during lunch unless accompanied by their parents and approved in advance by the CHS office.

Chapel Services

Chapel services are held every week and are led by the pastors of Faith Presbyterian Church. The purpose of the chapel service is to worship the Lord and to attend to His Word. All students and teachers are required to attend chapel.

Closing of School Due to Severe Weather

If weather conditions or other emergencies (earthquake, etc.) appear to call for a possible delay or closure of school call the school office, 759-9570 after 6:15 a.m. Closures and delays will be announced on the school voice mail message and posted on chstacoma.org.

Parent-Teacher Conferences

In September, a Back-to-School Night is held. It affords the parents and teachers an opportunity to become familiar with one another. Parents are given a brief overview of the goals and activities of each class, have the option of attending a college admission and funding presentation, and are encouraged to sign up for a parent-teacher conference. In early October an afternoon and evening is set aside for parent-teacher conferences. All parents are encouraged to attend. Parents are always welcome to schedule teacher conferences anytime during the school year.

Parental Involvement and Participation

The Bible instructs parents to teach their children God's truth (Deut. 6:6-7). Parental responsibility goes beyond teaching children the Bible. It extends to showing how God relates to all of life: our work, the literature we read and the entertainment we watch, science, the arts, participation in community activities, our homes, our personal relationships, our lives. When parents entrust the academic education of their children to others, they do not relinquish their own, primary responsibility to participate in their children's education. They still need to understand, monitor and assist their children's progress in cooperation with the school.

Parents are strongly encouraged to exercise their God-given authority to see that their children do assigned homework. In some cases, parents may be asked to review material with their children. Parents will be asked to work with the school in exercising discipline when necessary. Parents are urged to attend scheduled informational meetings and meet with CHS staff when a parent-teacher conference is requested. When parents have concerns about a particular course, they should bring their concerns directly to the teacher first. If the parent-teacher communication fails to resolve the issue, parents are encouraged to bring the concern to the principal.

Parents are welcome to visit their children's classes (after first calling the office to arrange a convenient time). CHS also encourages parents to make suggestions for more effective education and to express any concerns they have by contacting the principal or school board chairman.

Volunteer (non-paid) parental assistance will be requested from time to time to help with transportation, chaperoning and other practical activities. CHS recognizes that work and child care responsibilities vary from family to family and that some parents may be unable to help in certain ways.

Progress Reports, Report Cards and Grading Standards

Parents may access their student's academic progress at anytime through RenWeb. CHS will issue progress reports at the mid-point of each semester. Semester report cards are issued within two weeks of the close of each semester. The semester report cards make up the official transcript.

The grading guidelines for each course should be clearly spelled out in the course outline distributed by the teacher at the start of the semester. It is the policy of CHS that grading will be objective, fair and consistent with the course outline guidelines. All courses include a class participation component which takes into account involvement in class discussion, group projects, tardies and absences in the grading process.

The report cards follow the Washington State Transcript Guidelines which stipulate credit values and grade values: A =4.0 A- =3.7 B+ =3.3 B =3.0 B- =2.7 C+ =2.3 C =2.0 C- =1.7 D+ =1.3 D =1.0 F =0 (A+ and D are not options)

The semester report card lists: course grades, comments, attendance, semester G.P.A., semester credits, cumulative G.P.A. and cumulative credits.

Graduation Requirements

Biblical Studies 1.92 credits

English 4.0 credits

Fine Arts 1.36 credits

Mathematics (must include Algebra II) 3.0 credits

P.E./Health 2.5 credits

Science (must include Physical Science, Biology and Chemistry) 3.0 credits

Social Studies 4.0 credits

Spanish 2.0 credits
Speech .75 credits
Occupational Education 1.0 credits
Other .96 credits
Total – 24.49 credits

(1.0 Credit = the equivalent of approximately 150 hours of planned instruction)

Freshmen and sophomores are required to take the full academic load. Juniors must take math and science, they may drop one elective subject and select one additional study hall/TA. Senior year minimum load is 3.5 credits and must include a quantitative science or math course, English, Speech, Civics/Economics or US History, Bible 12, college /career or Latin, chemistry unless already completed, chapel and one elective.

Dropping and adding of courses must be completed within the first three weeks of the semester.

A student is not considered fully promoted to the next grade level and will not be eligible for graduation until all core curriculum courses of the previous grade level have been successfully completed.

Students who fail courses will not receive credit for those courses and must retake them in a summer school course, or online course through an accredited institution, approved by the CHS principal or retake them at CHS if possible, if needed for graduation. Summer school graded credits will be added to the student's transcript, courses repeated at CHS will replace the first grade in the course in the student's record.

Transcripts and Student Records

Teachers and administrative staff members consider a student's academic transcripts, discipline records and personal information as confidential information to be shared only with the student, the student's parents/guardians and with other staff members on a need-to-know basis, or as required by law. Transcripts and other personal information about students are kept in locked files accessible to authorized personnel only.

Student transcripts include credits earned, grades and achievement test scores. Upon written request, transcripts may be mailed to colleges, scholarship foundations, or prospective employers. Official copies of a transcript are always mailed directly to the college or organization requested. The first three copies of the transcript requested are free. There is a \$2.00 service charge for each request thereafter. Requests for transcripts are made at the CHS office. Payment of tuition, fees and fines must be current before the school will send transcripts, except CHS will transmit information to the public school about the student's academic performance, special placement, immunization records, and records of disciplinary action.

Graduating with Honors

Graduating seniors may earn the following honors:

Cum laude (with praise) - 3.5 G.P.A.
Magna cum laude (with great praise) - 3.75 G.P.A.
Summa cum laude (with highest praise) - 3.9 G.P.A.

Salutatorian (second highest ranking graduate)
Valedictorian (highest ranking graduate)

In order to be considered for valedictorian/salutatorian, candidates must take a full year of pre-calculus, calculus, chemistry, physics, Spanish 3 and Spanish 4. In determining class valedictorian/salutatorian, the following courses will be weighted by a factor of 1.35: pre-calculus, calculus, physics, Latin 3 and 4, Spanish 3 and 4. Grades for teacher assistant will not be included. The valedictorian and salutatorian must be students who have completed at least 3 years at CHS including the junior and senior year. If a valedictorian and salutatorian cannot be selected using the criteria above, then students who completed the greatest number of courses listed above will be considered. Graduating with honors and valedictorian and salutatorian are determined by the entire high school record through the last progress report issued in late April.

Transfer Credits to CHS

Home school courses approved for high school credit by the CHS administration will receive non-graded credit. Courses completed through accredited institutions will receive graded credit. (1.0 Credit = the equivalent of approximately 150 hours of planned instruction and represents high school level content and performance expectations.)

Earning Honors Credits and College Credit at CHS

Students can earn a full year of college credit while at Covenant High School! Several CHS courses are approved by Northwest Nazarene University to earn college credit through NNU's Concurrent Credit Program. The Concurrent Credit Program is a partnership between NNU and approved high schools. It offers juniors and seniors the opportunity to begin earning college credit while still enrolled in high school. NNU credits are college credits granted by an accredited four-year university. Students who earn credit through the concurrent credit program at CHS will receive the same transcript record from NNU as full-time four-year college students attending NNU. Unlike students who go through the Running Start Program at a community college, concurrent credit students can continue to enjoy the benefits of a Christian high school education while earning college credit. Learn more about concurrent credit by clicking on "Earn College Credit" on the CHS homepage. CHS also offers Advanced Placement Calculus.

Transportation

The transportation of students to and from CHS is the obligation of parents. It is requested that you not utilize teachers or other staff for student transportation. CHS is conveniently located on the 6th Avenue bus line for students who wish to use public transportation. The school will be opened by 7:10 A.M.

Students must be picked up within 30 minutes of the end of school, or immediately at the conclusion of a scheduled after-school activity. Teachers and staff may lock up the

building one half hour after the end of the day's activities; they are not responsible for supervising students after school until parents arrive.

Students with a valid Washington State driver's license may drive to school. Parking is available, but the school assumes no responsibility for theft, loss or damage to automobiles or their contents.

CHS will arrange transportation to and from the Family Branch of the YMCA for physical education classes during the school day and for local field trips.

Field Trips

Parental help in transporting and chaperoning for field trips may be requested. Cooperation is critical for the success of field trips, especially overnight events. Students who misbehave or break rules of conduct during the trip may be subject to monetary fines or other disciplinary measures, including imposition of restrictions on future field trips, such as the Great Britain Historical Tour.

Great Britain and Normandy, France Historical Tour

The climax of the CHS educational experience is the Great Britain Historical Tour. Every two years, the juniors and seniors explore England, Scotland and Normandy, France on a 15-day historical tour. The tour is designed to inspire a deeper love for Christ and His Church and the men and women of faith who gave their all for Him. Students enjoy warm fellowship with believers from the United Kingdom who open their homes for part of the tour. Sites of literary, historical and cultural value are explored that reinforce previous instruction. Since our first tour in 1996, students, teachers and parent chaperones have been wonderfully blessed through this extraordinary experience.

Student Eligibility

In order for students to be eligible for participation in the Great Britain Historical Tour, Student Council, Yearbook, KidReach, Drama Club, and other CHS activities that may be offered from time to time, the following eligibility requirements must be met:

1. Students must maintain a cumulative and current semester G.P.A. of 2.0 in the core subject areas of math, science, English, speech, history, Spanish, health and Bible, or a cumulative G.P.A. of 2.3 for all course work.
2. Students must have made up through an accredited summer, correspondence or online school any failing courses from past semesters.
3. Students must not be failing any present courses in order to be eligible for any of the above activities as determined by progress reports and report cards.
4. Students must not be on academic or behavioral probation.
5. Students must have demonstrated a trustworthy, mature and cooperative spirit and not have been a negative influence on others.
6. Students must maintain a good record of attendance and arriving on time to class.

Extracurricular Athletics

Interscholastic athletic competition is not offered at CHS, but students interested in higher levels of competition are encouraged to participate on church and community

teams. Also, private school students are eligible to try out for public school athletic teams; CHS makes every reasonable effort to accommodate the schedules of students who become members of such teams. A number of CHS students participate on public school teams in the area every year.

National Honor Society

Students who maintain a 3.25 or above cumulative grade point average are eligible for membership in the CHS Chapter of the National Honor Society. The society exists to encourage academic excellence, develop leadership and provide community service.

Theatre Production

A theatre production is performed each year. Interested students may audition for parts, or volunteer to serve on production crews.

KidReach

Sophomore, junior and senior students are encouraged to become tutors in our KidReach program. One afternoon per week, CHS students befriend, tutor and mentor children from a local public elementary school. KidReach provides a great avenue for service in sharing Christ's love with local children.

Banquets and Social Events

Social events are also offered during the school year. The purpose is to allow a time of fun and fellowship for the students outside of the normal school day. It is not the school's intention to encourage dating. All students are encouraged to attend banquets or social events individually or with others. Students are discouraged from purchasing or renting formal attire for banquets. See dress guidelines for school policy regarding banquet attire. Students attending banquets and social events are required to stay for the entire event.

Student Council

Student Council is a co-curricular organization and plays a large role in shaping student life at CHS. It exists to complement the school's mission; helping to inspire students to love and enjoy Christ and each other. Its members organize events, accomplish assigned tasks and bring ideas and concerns to the administration.

Student council members are expected to model faithful attendance, positive participation, and good citizenship. They are expected to fulfill responsibilities and acquire and apply leadership skills. They meet for a one-day retreat prior to the start of the school year and once a week, generally during lunch, plus additional time as needed.

Student Council officers and members are nominated and elected by the student body and faculty. A student running for office must meet or exceed the following criteria:

- A minimum of 3 nominations from classmates and faculty
- Cumulative G.P.A. of 2.8 (may be waived with strong evidence of upward trend) and student may not be failing any present courses as determined by progress reports or report cards

- Students must have made up through an accredited summer, online or correspondence school any failing courses from past semesters.
- Excellent school tardy and attendance record
- Respectful of authority and demonstrated a cooperative spirit
- Uphold and model the standards set forth in the CHS handbook
- Attendance at the majority of school events
- Students must not be on academic or behavioral probation
- Students must agree with and sign the statement of student council commitment

Students must have served as a student council member, Honor Society officer, or Ambassador for at least one year to be able to run for president.

Student council membership may be rescinded by failing to meet these standards while in office.

CHS Ambassadors

CHS ambassadors facilitate a vibrant spiritual climate among students and a welcoming, comfortable, positive experience for guests and new students—and in doing so, represent Covenant High School’s ideals as it strives to be a Christ-honoring community of grace.

Responsibilities:

1. Host prospective students when they visit Covenant during the school day.
2. Plan and participate in the dinner and orientation for new students, held prior to the start of school.
3. Participate in the annual open house for prospective students.
4. Represent CHS in occasional outreach events.
5. Plan and participate in other activities which vary from year to year and are intended to encourage and nurture CHS students.

Criteria for selection: Minimum GPA of 2.8, meet eligibility requirements in handbook for participation in CHS activities, record of being friendly, gracious, inclusive, dependable, Christ-honoring. Membership may be revoked at anytime if the above criteria are not met. Selection process: Ambassadors are selected by the faculty and staff.

Fund Raising

CHS policy is to limit the number of fund-raising events involving students. Activities will be partially funded out of the monies raised from the primary events. All fund raising by student organizations must be approved by and are under the oversight of the principal.

Academic Effort/Probation

"Whatever you do, work at it with all your heart, as working for the Lord, not for men" (Col. 2:23). CHS expects all students to work to their full potential in academics, singing, athletics and every other school activity. Students differ in their abilities, and all are not expected to attain to the same level of success; but all are urged to put out an effort that will please the Lord. If CHS has reason to believe a student doing less than C- work is capable of better performance but is simply not exerting adequate effort, the student may be put on probation for six weeks or other period set by the principal. If the student does

not demonstrate marked improvement within the probationary period, at the discretion of CHS, the student may be required to leave CHS.

Homework

In order to encourage the sanctification of the Lord's Day, major assignments will not be due, and tests and quizzes will not be given on Mondays (with the exception of memorization for Bible class, Latin assignments and reading assignments for English). No homework will be assigned over the holidays of Thanksgiving, Christmas and Easter.

Academic Achievement Testing

CHS requires all students in grades 9 and 10 to take the Stanford Achievement Tests each spring. These tests measure student achievement in the following areas: vocabulary, reading comprehension, mathematics, English, spelling, study skills, science, Bible, and social studies. In late May, each student receives a score analysis which compares the student's achievement with other students in the same grade from across the nation. All juniors are encouraged to take the PSAT-NMSQT (Preliminary Scholastic Aptitude Test - National Merit Scholarship Qualifying Test). The PSAT which is administered at CHS in the fall will help students prepare for the SAT and ACT, which are typically taken during the junior or senior year and are instrumental in college entry acceptance. The PSAT-NMSQT is also used as the basis for awarding National Merit Scholarships and recognition. Juniors are urged to register for the May or June SAT. Websites and test dates and registration deadlines are posted on the bulletin board. It is the exclusive responsibility of students and parents to obtain test information and register for the SAT and ACT. The study skills course for the 10th grade, and the college and career courses for the 11th and 12th grades, are designed, in part, to increase student familiarity with and success in the PSAT, SAT and ACT.

Attendance

Every day at CHS is an important academic time for the students. Parents should make every effort to schedule doctor and dental appointments, family vacations and other absences around the academic calendar. Students are required to attend assigned classes and to be in class before the bell.

Excusing an Absence

1. All students absent from school all day or even one period must have a parent call by 8:00 AM. Please call prior to 8:00 AM. The office staff will call the student's home if a parent does not call. Students are to bring a note from a parent explaining the reason for the absence to the office upon the student's return. Partial absences on any school day should be excused in the office on the same day as the absence. Failure to notify the office of an absence may result in an unexcused absence.
2. Necessary absence due to illness or injury, medical appointments or death in the family will be excused. A parent note explaining the reason for the absence is required. Teachers will supply reasonable assistance in helping students to make up work. Homework assignments will be available on the assignment page of the CHS website. It is the student's responsibility to arrange make-up exams with the teacher.

Planned Absence

1. Students are to bring a signed note from a parent to the office explaining the planned absence and pick up a planned absence form.
2. Students need to have teachers sign the form and the teacher will list any concerns regarding grades or attendance. Once the form is complete, students then return it to the office. The office will keep the original form and make a copy for the student to take home.

Absenteeism

When a student misses six classes, excused or unexcused, a letter will be emailed home outlining the process for reviewing the student's attendance and academic status. At ten missed classes, a letter will be emailed home stating the student may be dropped from the class(es) with a failing grade at twelve missed classes. Chronic illnesses will be reviewed individually and every attempt will be made to assist the student academically.

Unexcused Absence - any absence that is not approved or authorized by the office. This includes, but is not limited to, oversleeping, truancy, leaving campus without permission, failure to complete the planned absence process, and/or failure to contact the office when a student is absent (parental contact required). The office staff will make every effort to contact parents/guardians by 9:00 AM on the day a student is absent and unexcused. The following steps will be taken for unexcused absences:

1. Unauthorized absences such as oversleeping, leaving campus without permission, skipping class, more than 15 minutes late for class, and/or failure to complete the planned absence process will result in a warning letter being emailed home for the 1st offense – students who skip class or leave campus without permission will also be fined; two hours of school service for the 2nd offense; principal/parent/student meeting for the 3rd offense; and one day suspension for the 4th offense.
2. Failure to notify the office - students will have three days to verify the reason for the absence. If not cleared within three days, the absence will remain unexcused and may be treated as truancy. Any work missed as a result of an unexcused absence will not be accepted for full credit.

Absences will also affect the student's grade in a course as part of the class participation/absences/tardies component of the grading system.

Tardiness to Class

A student is tardy when the student arrives to the classroom after the bell. A student arriving late to class is to report to the office. If more than fifteen minutes late, the student will be marked absent. See absenteeism policies above. Tardiness will also affect the student's grade in a course as part of the class participation/absences/tardies component of the grading system.

1. After each of the first four tardies in a semester - an email notification is sent home.
2. Fifth tardy leads to a principal/parent/student meeting and one hour after school community service to the school.

3. Sixth tardy – one day suspension
4. Subsequent tardies will lead to further discipline and may include being removed from the course where the tardiness is occurring with a failing grade and if tardiness persists a student may be removed from school.

Skipping Class

Failing to come to class or missing a substantial part of a class, or leaving class without proper permission for any part of the school day, or choosing not to attend any class or classes while remaining on campus or going off campus without proper permission of the school office is forbidden.

For the first skip, the student will be required to pay a \$50 fine and meet with the administrator. Parents will be notified verbally or in written communication. For a second skip, the student will be required to pay a \$50 fine and meet with the administrator. The student will be suspended from school and the student and parent will meet with the administrator. For a third skip, the student may be expelled from school.

Student Commitment Regarding Behavior

As a Christian school, CHS is committed to the teachings of the Bible and is persuaded that there should be a direct relationship between what a Christian student believes and how he behaves. CHS acknowledges that it is impossible to create a school community with behavioral standards that are acceptable to every student. CHS does, however, believe that it is essential to specify certain basic principles that govern all students equally. The behavior expected of CHS students, then, is simply that which Christ's children understand their Savior requires of them. CHS also recognizes that an environment in which Christians love others as themselves, and submit to the authority of those placed over them, is the optimal environment for learning.

CHS urges its students to show love and concern for one another, cheerfulness, patience, toleration of each other's weaknesses, kindness, persistence in academics and all other school activities, teamwork, compassion, modesty and self-discipline. In addition, CHS urges and will encourage its students to avoid and resist temptations to gossip, faultfinding, laziness, a negative spirit, rebelliousness, exhibitionism, selfishness, cynicism and apathy.

Illegal acts including, but not limited to, threatening or violent behavior, assault, possession of a weapon, gambling, theft, and the use of tobacco/nicotine and related products and the illegal use of alcohol or drugs are not tolerated. Harassing, defamatory, and intimidating behavior or communications directed at students or staff, including such communications made electronically, will not be tolerated. CHS has the right to confiscate all evidence of violations of this policy, including electronic devices or other property of the students. Profanity, lying, cheating (see: academic dishonesty below), and sexually suggestive behavior are unacceptable. Overt signs of affection, such as hand holding, hugging, kissing and the like are not permitted at school, on field trips or at any other CHS activity. Sexually immoral conduct is prohibited.

This is a commitment of lifestyle while a student is registered at CHS and should be evident in the student's behavior until the student graduates or withdraws from CHS. Every student agrees to abide by the school's policies which govern the lifestyle of students as a condition of admission. Any of the above-described improper behavior may result in disciplinary action.

Disciplinary Action

Disciplinary action may include but is not limited to requiring: written apologies, parent-student-principal conferences, work projects during lunch or after school, monetary fines, loss of extracurricular privileges, suspension and expulsion.

If the circumstances are such that routine classroom discipline or discipline by the principal are insufficient, CHS will, in its discretion, take more serious action, including suspension and expulsion, with or without prior warning depending on the circumstances. In all cases, CHS will try to discipline equitably and in love and avoid any actions that may humiliate a student.

Suspension, defined as a temporary absence from the school, will be used to investigate improper behavior when other disciplinary methods are unsuccessful or when CHS deems other disciplinary methods would likely be ineffectual. Parents will be contacted by the principal or his assistant by phone or in writing to explain the reason for the suspension. Suspension may be immediate (and expulsion may follow) for offenses. Students suspended from school are responsible to make up all work missed. Disciplinary action other than expulsion may not be appealed to the school board.

Expulsion is defined as dismissal for the remainder of the school year, or permanently from attending CHS, and may be immediate. Parents will be contacted by the principal or his assistant to explain the reason for the expulsion. In all cases notification will be made also in writing. The principal will also notify the school board in writing. The parents of the expelled student will have the same financial obligations as those who withdraw early. Parents may appeal to the school board within seven days of the date of expulsion. The procedure for presenting an appeal to the board shall be made available to the parents prior to the hearing. The school board is the court of last resort.

Parents and students acknowledge and agree that as an additional consideration for CHS admitting the student, they may not seek judicial relief for any disciplinary action taken by CHS.

General Guidelines

1. At all times when associating with teachers, staff and peers, students should practice respect, courtesy and consideration.
2. Students should respect the authority of teachers, administrators and staff members, and respond to them obediently and respectfully as unto the Lord.
3. Normal classroom rules will be set by the teachers and administrators, and violation of those rules by students will result in discipline as determined by the person in charge (teacher, staff, substitute teacher, etc.).

4. Any damage to school property will be repaired or replaced at the expense of the parent. Students are also subject to disciplinary action for damage to school property caused by negligence or willful destruction.
5. Cell phones, pagers, and other electronic communication or entertainment devices must be silenced and stored away during class periods. Teachers may require students to turn in their cell phones or electronic devices before class and collect them at the end of class. Cell phones may be used during lunch but not during class. If a student's cell phone rings during class or the student is using, holding or has the cell phone out during class, the teacher will confiscate the cell phone and the phone may be collected by the student at the end of the school day from the principal. The office will email a cell phone violation notification to parents. If a student has his cell phone confiscated a second time, it may result in a fine or other disciplinary action.
6. Students are prohibited from possessing, viewing, sending, or sharing pictures or text messages with sexual content at any time. Students who violate this policy will be subject to discipline, up to and including expulsion. If such sexual material is found on a student's cell phone, computer or other electronic device at school it will be confiscated.
7. Skateboards or skates are not to be brought to school and skating on or around the school property or neighboring property is not permitted before, during or after school.
8. Students are not permitted to bring videos/DVDs or to stream content to view before, during or after school unless requested to do so by a staff member. Covenant High School VCR's and monitors are for the sole use of the teachers for classroom instruction.
9. Students are not permitted to bring laser pointers to school. Students who do so will have the laser pointer confiscated and may be subject to disciplinary action.
10. Students are not permitted to audio record or video record or take photographs of teachers, staff or students on school grounds without the permission of the administration.
11. Students who bring objects for use in skits and plays which are potentially dangerous or could be perceived as dangerous must have prior approval and check the object with the principal for safe-keeping.
12. Students' lockers and belongings are subject to search by CHS.

Academic Dishonesty

As a requirement of admission, all CHS students sign a Student Commitment which includes a pledge that the student will not be involved in academic dishonesty. CHS students are called to demonstrate honesty and integrity in all school situations, including the taking of tests, the completion of homework, and the writing of papers.

Academic Dishonesty Defined - Covenant High School defines academic dishonesty as cheating of any kind, including misrepresenting one's own work or taking credit for the work of others. Common examples of academic dishonesty include the following:

- 1) Cheating - intentionally using or attempting to use unauthorized materials, information, or study aids in any test or quiz; copying from another student's test or assignment; submitting work for an in-class examination that has been prepared in advance; representing material prepared by another as one's own work; violating any rules of academic conduct in a course.
- 2) Plagiarism - intentionally representing the words or ideas of another as one's own; failure to attribute any of the following: quotations, paraphrases, or borrowed

information, or using another person's ideas or creative work without giving credit to that person. It includes: paraphrasing information from a source without referencing the source, copying and pasting information without citing the source; using someone else's homework or buying papers or research you did not do and turning it in as if you had done the work yourself.

3) Assisting another in academic dishonesty- intentionally or knowingly helping another student to cheat or plagiarize.

Discipline Steps for Academic Dishonesty

First Offense: In all cases of academic dishonesty, parents will be notified and the student will suffer loss of credit for the assignment or test and may be assessed negative points.

Second Offense: Short-term suspension, loss of Honor Society membership and Student Council office and loss of honor recognition for student awards. Seniors will lose all graduation honors including valedictorian/salutatorian and honor chords for GPA.

Third Offense: Long-term suspension or expulsion.

Dress Code

Students are to dress in a Christ-honoring way with neat and modest clothing that reflects their roles as learners and does not distract others from learning. The following list of approved and prohibited attire is designed to provide clear guidelines for choosing school clothing and not to pass judgment on clothing worn outside of school:

Approved attire includes: Neat and clean – collared shirts, collared fleeces with sleeves, knitted sweaters, CHS issued sweatshirts, blouses, skirts, dresses, neat pants and capris that come past the knees. Shirts are to be buttoned. If a student wears a coat or jacket, the shirt underneath must meet the dress code standards.

Prohibited attire includes: (skirts and dresses should reach the top of the knee as a general guideline even when wearing leggings), shorts, skorts, clothing without sleeves, tee-shirts, short shirts that expose the midriff, tight clothing, exposed straps, sweat pants, sweatshirts which are not issued by CHS, warm-up pants, pajama-like clothing, and shabby clothing. Students are not permitted to wear hats or hoods.

P.E. Attire is to be modest and appropriate clothing for exercise. No sleeveless shirts are permitted at P.E.

Banquet/Social Events Attire: For banquet/social events, formal attire (tuxedos, etc.) is discouraged. Students are encouraged to dress nicely from what they already have in their wardrobe. Banquet attire should be modest and appropriate for the setting. Short dresses are prohibited – dresses or skirts should reach the top of the knee. Low cut dresses, strapless and backless dresses, and dresses with spaghetti straps are not permitted. CHS students and their guests who arrive at a banquet or social event in attire that does not conform to the standard may be denied admission or fined and required to wear additional attire provided by CHS.

Students who fail to meet these standards will be admonished by the school staff and are expected to cheerfully submit. Students who wear clothing outside the dress code standards may be fined, asked to put on a school-supplied article of clothing or sent home. The dress code applies at all times while on school premises and during all school functions.

Sex Education

It is the philosophy of CHS that parents should be the primary teachers of sex education to their children. However, reproductive systems topics are covered in the biology and health classes. Parents are invited to preview this material. Parents should contact the CHS office to preview the material at the beginning of the semester. If parents so choose, their children will be excused from those elements of the science and health curriculum.

Closed Campus and Visitors

CHS operates a closed campus; that is, students are not free to leave campus during the school day, including the lunch period, without permission from the school administration. Students who do so will be assessed a \$50 fine and other disciplinary action may be taken. If there is a second offense, the student will be fined and may be suspended or expelled. Visitors are not permitted on campus at anytime without permission of the CHS administration.