

Covenant Christian High School

# Handbook for Students & Parents



2015-2016

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## **STATEMENT OF PURPOSE AND FAITH**

Covenant Christian High School shall have as its primary purpose the establishment, operation, and promotion of a school to educate students in such a way that each student will become a useful and creative citizen of Christ's Kingdom and of the student's community, state and nation, with the desire and ability to apply the student's Christian commitment and principles to all of life's situations. The foundation of Covenant Christian High School is the infallible Word of God written in the scriptures of the Old and New Testaments as interpreted in the historic confessions of faith, namely the Heidelberg Catechism ([http://www.crcna.org/pages/heidelberg\\_intro.cfm](http://www.crcna.org/pages/heidelberg_intro.cfm)), the Belgic Confession of Faith ([http://www.crcna.org/pages/belgic\\_confess\\_main.cfm](http://www.crcna.org/pages/belgic_confess_main.cfm)), and the Canons of the Synod of Dort ([http://www.crcna.org/pages/dort\\_canons\\_main.cfm](http://www.crcna.org/pages/dort_canons_main.cfm)). In accordance with these confessions, we hold unreservedly to the sovereignty of God, revealed in the creation [Romans 1:20] and in the Lordship of Jesus Christ, over the world and thus over every sphere of human activity, and submit unconditionally to the authority of Holy Scripture, thereby recognizing Scripture alone to be the supreme and final standard for Christian education and all other matters of faith and life. On this basis, we subscribe to the following articles:

1. We believe in the Scriptures of the Old and New Testaments as the infallible, inerrant, sufficient, and inspired Word of God, and that they are the supreme and final authority in faith and life. [II Peter 1:19-21; Psalm 19:7-11]
2. We believe that God is the one only God, eternally existed in three persons, in Trinity; the Father, the Son and the Holy Spirit. Each Person is unique but together; one in substance and equal in power and glory. [Gal. 4:4-6; Heidelberg Catechism Lord's Day 8 Q & A 25]
3. We believe that God, the Father, Son and Holy Spirit, created the universe and its parts perfectly from nothing, by means of His sovereign verbal directive. [Hebrews 11:3] God not only created all things, but also upholds and is sovereign over all creation. Included in this creation was man made in the image of God, made without sin, and capable of perfect obedience.
4. We believe that man, though created perfectly, nevertheless fell into sin and rebelled against God. As a result of man's sin, all creation was placed under God's curse. [Gen. 3:17-19]
5. We believe that for man's salvation God graciously sent Jesus Christ our Lord, the only begotten Son of the Father who was conceived by the Holy Spirit and born a true man of the virgin Mary. Being therefore both God and man, He is the perfect mediator between God and man. He lived a life of perfect obedience, suffered in His humanity, was crucified, experienced complete separation from God, died, was buried, and arose bodily from the dead on the third day. He suffered total punishment in the place of those He came to redeem so that they would be reconciled to God. [II Cor. 5:21; Rom. 5:8-10]
6. We believe that eternal life is a gracious gift of God received through faith alone in Jesus Christ alone and that eternal life is neither deserved by anyone nor can it be earned by good deeds. [Eph. 2:8-10]
7. We believe that after His bodily ascension into Heaven, Christ our Lord was seated at the right hand of God the Father, where He intercedes for those whom He has purchased with His own blood. From heaven, he will return to judge all men, giving believers in Him life eternal and unbelievers eternal condemnation and separation from God forever. [Rom. 8:34; Matt. 25:31-46]

8. We believe that God the Holy Spirit is our Teacher who instructs us in the meaning and application of the Word of God from the Word itself. His regenerating and illuminating work is necessary to a saving understanding of His Word and a growing in grace and knowledge of our Lord and Savior Jesus Christ. [II Tim. 3:14-16; John 14:26]
9. We believe that God has charged parents with the responsibility of bringing up their children in the “nurture and admonition of the Lord” [Eph. 6:4], and that the school serves to assist parents in this covenantal task.

### Covenant Christian High School Mission Statement

Covenant Christian High School provides a Biblically based education from a Reformed perspective and is dedicated to academic excellence, spiritual growth, and service to God and others.

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## **I. Academic Life**

### **A. Expectation of Students**

In accordance with the above Mission Statement, being enrolled at Covenant implies responsibilities which students, as well as parents/guardians, accepted upon enrollment. These responsibilities include, but are not limited to:

1. Students will recognize that Covenant exists to encourage and nurture growth in serving as disciples of Christ.
2. Students will be in attendance and prepared to learn whenever Covenant is in session.
3. Students will strive to meet and exceed Covenant’s standards for behavior and academics.
4. Students will exhibit and promote attitudes, speech, behavior and dress which contribute to a wholesome Christian environment.

### **B. Expectation of Parents/Guardians**

1. Covenant needs active and full parental/guardian involvement in the education of students. Therefore, we urge parents/guardians to:
  - a. Have your child(ren) in attendance at school daily.
  - b. Be cooperative in the implementation of school policies and procedures.
  - c. Attend all scheduled parent-teacher conferences to discuss student progress.
  - d. Proactively communicate with school personnel.
  - e. Remain apprised of the student’s progress by regularly accessing RenWeb to monitor progress.
  - f. Be cooperative in volunteering to chaperone class activities, drive for field trips, help with in-school workdays and assist with fundraising activities.
  - g. Faithfully read communications and documents sent by the school.

2. Procedure to Handle Parental/Guardian Concerns About School Matters:  
Misunderstandings or conflicts can arise between staff and students, teachers and parents/guardians, parents/guardians and the administration. These situations will be handled in the manner described below, as outlined in Matthew 18.
  - a. All questions, problems or concerns should be discussed directly with the staff member first before anyone else is involved.
  - b. If the situation is not resolved at this level, it should be discussed with the Principal.
  - c. If the situation involves a teaching staff member and is not resolved with the Principal, it should be presented in writing to the Chairman of the Education Committee, to be addressed by the Education Committee.
  - d. As a final step, the Education Committee, the parents/guardians, or school personnel may submit a written appeal to the Board of Directors. The President of the Board will place the appeal on the agenda for the Board's regular monthly meeting.
  - e. If the situation involves a non-teaching staff member and is not resolved with the Principal, it should then be presented in writing to the President of the Board, to be addressed by the Executive Committee.
  - f. As a final step, the Executive Committee, the parents/guardians, or school personnel may submit a written appeal to the Board of Directors. The President of the Board will place the appeal on the agenda for the Board's regular monthly meeting.

#### **C. Non-Custodial Parents**

Divorced and separated families are realities of contemporary life, which affect the school's responsibilities to its students. The following guidelines have been adopted to assist the school institutions where a non-custodial parent wishes to have contact with or take custody of the student while the child is at school.

1. The school will cooperate with a non-custodial parent's involvement in school-related affairs or access to the parent's child or to the student's records, unless the school is presented with a court order or comparable legal document which restricts such involvement or access.
2. A non-custodial parent may not take custody of a child or remove the child from school premises, unless the parent presents either a written court order or a written authorization signed by the custodial parent, which permits such custody.
3. Concerning student activities which require parental consent, the school will accept consent only from the custodial parent, unless authority to grant consent is given to the non-custodial parent by a court order or comparable legal document.

#### **D. Visitors and Guests Guidelines**

1. All visitors, including parents/guardians, must register in Covenant's office.
2. When visitors leave Covenant, they must "sign-out" in the office.
3. Permission to have a visitor for a day must be obtained at least one day prior to the day of the visit.
4. A student guest should be considering enrollment at Covenant.

#### **E. Driving Privileges Guidelines**

Misuse of vehicles includes, but is not limited to, driving on the school sidewalks, soccer field, or lawn; excessive speed; burning out or squealing tires on the school parking lots or near school property; and parking in unauthorized areas.

1. Entering and exiting the parking lot must be done in a safe manner according to the **"ENTER" and "EXIT"** signs.
2. All vehicles will enter the parking lot through the designated and posted west entrance by the portable classrooms.
3. Student drivers are to park their vehicles in the designated student parking area and will enter the school through the front (north) entry doors of the school.
4. Drivers dropping off students are to use the west drive to drop off students at the back (south) entry doors of the school. Drivers will proceed to the designated and posted exit at the east end of the parking lot.
5. Buses will drop off and pick up students at the front (north) entry doors of the school.
6. Students riding a school bus will be permitted to exit the school immediately after the 2:50 p.m. dismissal bell.
7. Students not riding a school bus will remain inside the building until the school buses have exited the school parking lot.
8. Students being picked up from school will be dismissed through the back (south) entry doors.
9. Students driving home or riding with a student driver will be dismissed through the front (north) entry doors.
10. Students may not return to their car during the school day without permission.
11. Students will park in the assigned student parking area which is the second and third row of marked parking spaces to the north of the school building.
12. The first row of marked parking spaces is reserved for visitors and staff.

#### **F. Definition of Full-time Student Policy**

Full-time students at Covenant should be registered for at least six classes (with a minimum of five full credit classes) each semester and must attend classes, chapels, activity periods, assemblies, etc.

#### **G. Admissions Eligibility Policy**

1. Children of Christian parent(s) who subscribe to the Purpose and Principles listed in Section 2.01 of Article II and the Educational Philosophy contained in Section 3.01 of Article III of the Bylaws.
2. No child shall be, on grounds of race, color, national or ethnic origin, or sex, excluded from admissions to DeMotte Christian Schools, Inc (DMCS).
3. Families may be admitted upon review by the Board of Directors.

#### **H. Admission of Part-time Student Policy**

1. Covenant will work with students under the following conditions:
  - a. Students will be allowed to enroll on a space available, first come basis. Educational planning priorities will always be for the full-time students. Enrollment is not secured until two weeks before the school year begins.

- b. A school calendar will be provided to the parents/guardians, who will be responsible to make arrangements during modified schedules due to vacation, snow days, field trips, etc.
  - c. Enrollment may be for a semester or school year. Once the student is enrolled, it is expected that the student will remain enrolled through the remainder of the semester or the school year, as the case may be. Tuition is non-refundable.
  - d. Parents/guardians of the student must meet the requirements of the school's Admission Policy as it applies to full-time students.
2. The student will be on a nine-week probationary period to evaluate his/her progress.
  3. A teacher's salary may be supplemented if additional work or expectations are placed on the teachers. No additional remuneration is to be expected if the student is part of a regular class and within the confines of a regular class load.

**I. Transfer Student Policy**

1. Graduation requirements, acceptance of credits, grade point averages, and weighting of courses for transfer students will be determined by the Principal.
2. Credits from another accredited high school will normally be assigned credit value equivalent to the same course at Covenant.
3. Transferred course work, grades and grade point average will become a part of the student's transcript and will be noted as transfer credit.

**J. Non-Discrimination Policy**

Membership in this Corporation and acceptance and admission to the school operated by the Corporation and to the programs sponsored by the Corporation shall be made without regard to the race, color, national or ethnic, or sex of the member or student, and the Corporation and any school operated thereby will not discriminate according to these criteria in the administration of its educational policies, admission policies or any other policies.

**K. School Day**

Our normal school day begins at 7:50 a.m. and ends at 2:50 p.m.

**L. School Closing Policy**

Normal procedures:

1. DMCS will normally begin with a two hour delay when there is inclement weather and the Kankakee Valley School Corporation informs DMCS of its decision to close school for the day.
2. Following a decision to have a two hour delayed start a final decision will be made by 8:00 AM. If DMCS decides to close school for the day families will be informed.
3. DMCS will generally follow the KVSC's decisions regarding a delayed start or an early dismissal due to inclement weather.
4. Following a school cancellation, delayed start, or early dismissal decision, DMCS will use the RenWeb Parent Alert emergency system and post the information on the schools' websites to inform parents.



### **M. Daily Announcements Procedure**

The daily announcements, read at the beginning of each third period class, are a valuable source of information regarding meetings, coming events and student concerns. They are also posted on the office window and an edited version on the school's website. Announcements must be submitted to the secretary by 8:00 a.m. of the announcement day.

### **N. Graduation Requirements Policy**

1. A Covenant/Indiana Core 40 diploma will be awarded upon completion of four years of high school attendance, completion of all required courses with a passing grade and completion of earning a minimum of 48 high school credits.
2. Credits are granted on a semester basis. One credit is granted for each semester that a course is completed and passed.
3. Students who do not complete the requirements for a diploma may receive a Covenant Certificate of Attendance, certifying four years of high school attendance.
4. Graduation will occur annually at the completion of the school year.

### **O. Alternative Educational Opportunities Policy**

Credits for alternative courses taken by full-time students already enrolled at Covenant will be accepted on the following conditions:

1. Prior approval must be obtained from the Principal and Guidance Counselor.
2. Credit will be accepted for elective courses or make-up courses.
3. Credits must be earned at an approved and accredited summer school, college or university, correspondence school or on-line school.
4. Covenant will pay 50% of the tuition cost, up to a maximum of \$250 per semester course, under the following circumstances:
  - a. The course is not offered in regular classroom instruction at Covenant.
  - b. The course is recommended by Covenant to resolve scheduling conflicts.
  - c. The course is completed with a passing grade of at least a C- (70%). Upon receipt of the official transcript, Covenant will reimburse the student's family.
5. The student's family will be responsible for the full cost for dual credit courses (not specifically selected by Covenant) and credit recovery courses.
6. Costs for the delivery of dual credit courses specifically selected by Covenant will be incurred by Covenant. Incidental fees and book fees will be the responsibility of the student's family.
7. All other costs for the course will be the responsibility of the student's family.

### **P. Schedule Changes Policy**

1. Once a semester begins, students are allowed to change schedules during the first five school days of classes.
2. Permission to change or drop a course must be validated by:
  - a. Parent signature
  - b. Teacher signature
  - c. Guidance Counselor signature
  - d. Principal signature

## Q. Grading Scale Policy

<b>95-100</b>	<b>A</b>	<b>4.00</b>
<b>90-94</b>	<b>A-</b>	<b>3.67</b>
<b>87-89</b>	<b>B+</b>	<b>3.33</b>
<b>83-86</b>	<b>B</b>	<b>3.00</b>
<b>80-82</b>	<b>B-</b>	<b>2.67</b>
<b>77-79</b>	<b>C+</b>	<b>2.33</b>
<b>73-76</b>	<b>C</b>	<b>2.00</b>
<b>70-72</b>	<b>C-</b>	<b>1.67</b>
<b>67-69</b>	<b>D+</b>	<b>1.33</b>
<b>63-66</b>	<b>D</b>	<b>1.00</b>
<b>60-62</b>	<b>D-</b>	<b>0.67</b>
<b>Below 60</b>	<b>F</b>	<b>0.00</b>

## R. Progress Reports and Report Card Procedures

1. Progress reports will be e-mailed weekly via RenWeb. Parents/guardians may submit a written request to have these reports mailed to them. Parents/guardians may request individual progress reports at any time.
2. Report cards will be e-mailed at the end of each quarter.
3. Semester grades will be posted on the official transcripts.
4. Exams will be scheduled to be taken at the end of the semester and will count for up to 20% of the semester grade.
5. A student will receive credit for a course when all course assessments have been completed satisfactorily.
6. Incompletes are to be completed within two weeks of the end of a grading period. After reviewing a written request explaining the extenuating circumstances, the administration may grant up to two weeks to complete the required work for a particular course.
7. Incompletes will be recorded as an “F” until the work is completed within the time period granted by the Principal.

## S. Exam Exemption Voucher Policy

Students at Covenant are eligible to receive an exam exemption voucher if the following conditions are met:

1. The student has not missed more than four regular periods in the course in which the exemption is being exercised.
2. The student may claim an exemption from one exam if his/her semester average is at least a “B” (85%) in that course.
3. For a year long course, the student may exempt the exam for either the first or second semester, but not for both semesters.
4. Seniors may claim exemption from all second semester exams in courses in which their semester average is at least a “B” (85%).
5. The student has not committed any infraction resulting in a Saturday School or any disciplinary action as the result of Category II or III infraction of the Discipline Policy.

6. The student has returned all forms and uniforms in a timely fashion and has made payment of all extra fees (such as class fees, class trip fees, extracurricular fees, co-curricular fees, library fines, driving and parking violation fines, etc.).
7. A student may attend the funeral of an immediate family member without affecting his/her eligibility for an exam voucher. For this purpose, an immediate family member shall be defined as a parent, sibling, grandparent, aunt, uncle, or first cousin of the student.
8. Students with a “chronic life threatening illness” will be handled on a case by case basis.

#### **T. Honor Roll Policy**

1. For a student to receive “High Honors” recognition at the end of a grading period the student must have:
  - a. A GPA of at least 3.50
  - b. No grade lower than a “C” (73%) which is a GPA of 2.00.
  - c. Enrollment in at least six courses (with a minimum of five full credit classes)
2. For a student to receive “Honors” recognition at the end of a grading period the student must have:
  - a. A GPA of at least 3.00
  - b. No grade lower than a “D” (63%) which is a GPA of 1.00.
  - c. Enrollment in at least six courses (with a minimum of five full credit classes)

#### **U. Academic Awards Policy**

1. Type
  - a. Valedictorian – graduating student with the highest GPA
  - b. Salutatorian – graduating student with the second highest GPA
  - c. Outstanding Academic Achievement Award - graduating with Covenant Christian High School Academic High Honors and with an Indiana Academic Honors Diploma
  - d. Academic High Honors – graduating with Covenant Christian High School Academic High Honors or with an Indiana Academic Honors Diploma
2. Criteria for Valedictorian and Salutatorian
  - a. Need to attend Covenant as a fulltime student for at least 5 consecutive semesters.
  - b. Need to attend Covenant as a fulltime student for their junior and senior years.
  - c. Need to be an Outstanding Academic Achievement Award recipient. This will be effective for the Class of 2016.
3. Recognition
  - a. Valedictorian, Salutatorian, and Outstanding Academic Achievement recipients will receive a plaque at the awards assembly that will be held, during the school day, in late May.
  - b. All academic high honors recipients will receive a certificate at an awards assembly that will be held during the school day at the end of the school year. Recipients will also receive a special cord to wear at graduation and will be recognized in the graduation program.
  - c. Parents will be notified of award recipients so they can attend the assembly if they desire to attend.

**V. Academic Probation Policy**

Students are expected to successfully progress in their academic work at Covenant.

1. A student will be placed on academic probation when the student receives a failing grade in two or more courses in any semester.
2. A conference will be required with the student, the parents/guardians, the Guidance Counselor, and the Principal. The conference will be to evaluate the causes of these failures, develop a course of action to avoid future failures, and develop a plan to successfully recover lost credits.
3. Following a semester of academic probation, the Principal and Guidance Counselor will review the student’s academic record and make recommendations to the Education Committee.
4. Following a review of the recommendations, the Education Committee may make recommendations to the Board of Directors.

**W. Eligibility for Student Activities Policy**

Since Covenant values academic performance and wants each student to achieve the highest level of educational success within the framework of his or her ability, we have implemented the following policy to govern the student’s involvement in extracurricular activities:

1. Eligibility applies to all students who participate in extracurricular activities.
2. Students must have at least a “C” (73%) average and not be failing in any class.
3. Eligibility will be determined at the end of the fourth week of a grading period and at the completion of a grading period.
4. If a student is ineligible, he/she will not be allowed to participate in events or contests until the next eligibility check. A student will be able to resume practice after two weeks of ineligibility if he/she has demonstrated academic progress.
5. The administration, with input from the faculty and parents/guardians, reserves the right to grant eligibility to students that demonstrate excellent effort but fail to meet guideline number two (2).
6. A student determined to be ineligible may appeal in writing to the Eligibility Committee, made up of the Principal, Guidance Counselor and a faculty member.

**X. Extracurricular Opportunities**

1. In addition to the curriculum, Covenant offers extracurricular activities giving students opportunity to participate in the Christian community at Covenant.
2. Extracurricular activities offered at this time include, but are not limited to:

Baseball	Basketball	Book Club
Chapel Committee	Cheerleading	Chess Club
Drama/Musical	Golf Club	Softball
Soccer	Student Council	Track & Field
Volleyball	Yearbook	

## **Y. Writing Standards Guidelines**

Academic work should exhibit scholarship, diligence and excellence, as God calls His people to use their gifts to the best of their ability. Covenant has adopted these writing standards:

1. Work must be original; plagiarism will not be tolerated.
2. Work must be completed on the computer or in legible handwriting with blue or black ink.
3. Work must be submitted by the due date as announced by the teacher.
4. Work will exhibit MLA formatting.  
[\(<http://limestone.k12.il.us/mla.htm>\)](http://limestone.k12.il.us/mla.htm)  
[\(<http://www.ccc.commnet.edu/mla/index.shtml>\)](http://www.ccc.commnet.edu/mla/index.shtml)
5. Work will exhibit correct grammatical usage.

## **Z. Media Center/Library Guidelines**

1. The school library seeks to aid students by supplying reference materials, resources for school assignments and recreational reading.
2. All students will receive library orientation at the beginning of the school year.
3. All materials must be checked out before they are removed from the library.
4. Students must behave in a quiet, orderly fashion when using the library.
5. Food and drinks are not allowed in the library.

## **AA. Study Hall Procedures**

1. Seating charts for each study period will be established and assigned by each teacher.
2. A quiet, study atmosphere will be maintained.
  - a. Students are to be prepared for individual study.
  - b. Group work and study is a privilege that may be granted at a teacher's discretion.
  - c. Students are not to leave the room without prior written consent from another teacher.
  - d. Teachers will honor genuine reasons for a student to temporarily leave a study hall.
  - e. Teachers will closely monitor the amount of time away from the classroom.
3. Students may sign into the media center/library at the start of the study hall period only if their work requires the use of media center/library resources, and the room is not being used for scheduled class.

## **BB. Emergency Drill Procedures**

1. Fire Drills
  - a. Fire drills will be conducted at least once a month.
  - b. Each classroom is to leave by the exit designated on the emergency exit diagrams.
  - c. Exit the building quietly and line up in the designated location.
2. Severe Weather
  - a. Severe weather drills will be conducted at least four times per school year (twice in the fall and twice in the spring).
  - b. Tornado Watch – when school is in session, school will continue and dismiss as normal.
  - c. Tornado Warning – students will be directed by the teacher to the safest area in the building. In the event of a warning, students will be detained in the safest area until the warning is lifted, even if students must stay beyond the normal dismissal time.

## II. School Discipline Policies and Procedures

### A. Guiding Principle of Christian School Discipline Policy

*“No discipline seems pleasant at the time, but painful. Later on, however, it produces a harvest of righteousness and peace for those who have been trained by it.”*

*Hebrews 12:11*

Hebrews 12 makes it very clear that God disciplines His children in love and because of love. Although the motivation for discipline at Covenant is the same, human imperfection hinders carrying out discipline in the same perfect manner as our heavenly Father. Nonetheless, Covenant will attempt to discipline in the context of Christian love and to nurture the individual student(s) as well as the rest of the Covenant community.

In school, as in all of life, choices are made which come with corresponding responsibilities and consequences.

**Covenant school discipline is guided by the broad concepts of:**

**Choices > Conflict > Confession > Forgiveness > Consequence > Restoration**

*It is imperative to keep the following points in mind as the remainder of Covenant’s Discipline Policy is read:*

1. To promote and maintain consistency, most discipline matters at Covenant have been organized into three general categories.
2. Each category includes the usual progression in the steps of discipline.
3. Depending upon the severity of the infraction/violation, disciplinary measures may be handled on a case-by-case basis.

### B. Category One Infractions/Violations (handled on a per semester basis)

#### 1. Type of Infraction/Violation

- a. Dress Code
- b. Driving Privileges
- c. Electronic Devices
- d. General Conduct
- e. Inappropriate Language
- f. Locker Usage
- g. School Telephone Usage
- h. Tardies
- i. Timely Payment of Fees, etc.

#### 2. Normal Discipline Progression

- a. Verbal warning
- b. Written warning
- c. Detention (normally 6:40 to 7:40 a.m.)
- d. Saturday school (normally 7:00 to 9:00 a.m.)
- e. In-school suspension
- f. Out-of-school suspension
- g. Expulsion

**C. Category Two Infractions/Violations (handled on a per school year basis)**

**1. Type of Infraction/Violation**

- a. Abuse/misuse of school property
- b. Abuse/misuse of property of others
- c. Bullying/Harassment
- d. Dishonesty
- e. Profane/Vulgar Language
- f. Truancy - unapproved absence from school, usually without a parent's knowledge

**2. Normal Discipline Progression (including restitution where applicable)**

- a. Detention
- b. Saturday school
- c. In-school suspension
- d. Out-of-school suspension
- e. Expulsion

**D. Category Three Infractions/Violations (handled on a high school career basis)**

The period for enforcement for this policy regarding Category III infractions/violations will run from the first day of classes to the last day of classes of the school year or graduation day. For fall sport athletes, the period of enforcement will begin on the first day in August when the IHSAA permits teams to practice. For spring sport athletes, the period of enforcement will run through the last day a spring athletic team is competing if this season extends beyond the last day of classes or graduation day.

**1. Infractions are those which involve the commission of any act that constitutes a crime under governmental law or ordinance (excluding minor traffic violations).**

Examples include, but are not limited to:

- a. Possession and/or consumption of alcohol
- b. Possession and/or use of controlled substances (drugs)
- c. Possession and/or use of drug paraphernalia
- d. Physical Assault
- e. Theft
- f. Vandalism
- g. Weapons at School or School Function

**2. Normal Discipline Progression**

- a. First High School Offense
  - i. A four-week (20 school day) suspension from all school sponsored events that occur within this period of suspension.
  - ii. The student may be required to undergo an assessment by an agency approved by Covenant.
- b. Second High School Offense
  - i. A four-week (20 school day) suspension from all school sponsored events that occur within this period of suspension.
  - ii. The student will be required to undergo an assessment by an agency approved by Covenant.
  - iii. A drug or alcohol test may be required, if applicable.



- c. Third High School Offense
  - i. A six-week (30 school day) suspension from all school sponsored events that occur within this period of suspension.
  - ii. The student will enter and successfully complete an appropriate program by an agency approved by Covenant.
  - iii. Initial and subsequent drug or alcohol testing will be required, if applicable.
- d. Fourth High School Offense
  - i. Expulsion from school.
  - ii. A thirty-six week (180 school day) suspension from all school sponsored events that occur within this period of suspension.
  - iii. The student will enter and successfully complete an appropriate program by an agency approved by Covenant.
  - iv. Initial and subsequent drug or alcohol testing will be required, if applicable.
  - v. Re-admission may be possible only after an appeal by the parents/guardians. (See following appeal process)

**3. Standards used to determine if an infraction or violation has occurred**

- a. The violation is observed by a staff member or law enforcement official.
- b. The student self-reports or admits the violation.
- c. The violation is supported by a preponderance of the evidence.

**4. Information Concerning Category Three Infractions/Violations**

- a. Approved Counseling Agencies: State-certified addiction counselors should be used for assessments. Approval of said agency should be obtained from the Principal prior to any sessions.
- b. Substance Abuse Assessment: The purpose of the assessment is to use third parties to assist the parents/guardians and the school in determining what further actions or treatment may be needed to help the student discontinue such harmful behavior. Assessments consist of one or more interviews with the student, as well as the administration of standardized medical, psychiatric, and personality tests. Typically, some communication concerning the reasons for requiring an assessment, etc. will take place between the school and the agency.
- c. Costs: Costs for assessment, physical tests, treatment program(s), and/or counseling will be the responsibility of the student and parent(s)/guardian(s).
- d. Confidentiality: Reports concerning assessments, physical testing, and treatment programs will be kept confidential. Members of the Education Committee and/or the Board of Directors may become aware of some of the information while dealing with students under this policy.
- e. Possession: Possession is considered to exist if a student: a) is aware of the presence of alcohol or controlled substance, and b) is in the proximity or has access to the alcohol or controlled substance, and c) fails to remove himself/herself from the premises immediately.
- f. Students are encouraged to promptly self-report any violation.
  - i. A student who self-reports or admits his/her violation in good faith and honesty, prior to being confronted or prior to the school administration being made aware of facts specific to the incident, may receive a 50% reduction in the suspension.



- ii. To self-report, a student should contact the Principal as soon as possible after the occurrence of the violation. If the student is not able to contact the Principal in person, it would be acceptable to leave a phone or email message indicating the student's desire to meet with the Principal.

## **5. Procedure for Appeal of Determination and/or Expulsion**

After an alleged violation of the discipline policy, the Principal shall meet with the student to determine if the student has violated the discipline policy and determine the appropriate discipline steps that will be followed. The determination and the discipline procedure will also be communicated to the parent(s)/guardian(s) via a phone/personal conversation and a written letter.

Appeals of determination that the discipline policy has been violated and/or expulsion shall follow these procedures:

- a. If a student and his/her parent(s)/guardian(s) wish to appeal the decision, a written appeal must be received by the Principal within 24 hours of when the student was informed of the determination that the student has violated the discipline policy
- b. The Principal will assemble the Education Committee within 48 hours of when the appeal was received.
- c. The Education Committee will consider the circumstances and evidence of the case, as well as the rationale for the appeal, and make a decision. The student and/or parent(s)/guardian(s) will be given the opportunity to appear before the Education Committee. The decision of the Education Committee will be communicated via a phone/personal conversation and a written letter.
- d. Appeals to the Board of Directors must be made in writing within 48 hours of the notification of the decision of the Education Committee. It will be reviewed and decided within seven days following the receipt of the written appeal. The student and/or parent(s)/guardian(s) will be given the opportunity to appear before the Board of Directors.
- e. The decision of the Board of Directors is final and will be communicated to the parent(s) via a phone/personal conversation and a written letter.
- f. During the appeal process, the student will remain eligible to participate in extracurricular or co-curricular activities.

## **E. Appendix for the Discipline Policy**

### **1. Dress Code Policy (Category One)**

Clothing and appearance should contribute to a healthy academic environment. Extremes of clothing or grooming to gain undue attention or to challenge the accepted standards of the school are inappropriate and not permitted. Moderation and modesty are virtues that should be obvious in a Christian school.

Parents can help DMCS to achieve these standards by maintaining standards of modesty of dress in the home before the student comes to school each day. While recognizing that each student is a unique individual, DMCS expects students and parents to comply with the following standards and guidelines. The administration, with the help of teachers, reserves the right to determine whether dress items are appropriate in a school setting.

- a. Students are expected to dress showing respect for self and others.
- b. Dress should not reveal undergarments or excessive skin. This includes bare backs.
- c. At a maximum, necklines should be no more than the width of four fingers below the top of the center of the collarbone.
- d. Clothing should be in good repair without holes, rips or tears.
- e. If girls wear sleeveless tops, the shoulder straps must be at least three inches wide. Off-the-shoulder tops are not permitted.
- f. Boys are not to wear sleeveless tops.
- g. Skirts should be no more than four inches above the center of the kneecap.
- h. Pants need to be kept up so that undergarments (including shorts under jeans) should not be visible at any time.
- i. Shorts are to be at least mid thigh in length and neatly hemmed. For students in fourth (4<sup>th</sup>) grade and up – leggings, jeggings, form fitting and yoga pants, spandex pants, etc. may only be worn under skirts or shorts that conform to the dress code as stated above.
- j. Clothing may not have designs or writing on the seat.
- k. Sleepwear is not permitted to be worn at school.
- l. Clothing or backpacks which display insignias, writing, or pictures which promote alcohol, tobacco, controlled substances, or sexually suggestive messages are not permitted.
- m. Head gear (for example but not limited to hats, scarves and headbands) should not be worn in the school building.
- n. Shoes/sandals must be worn at all times.
- o. This dress code applies for all school sponsored activities or events, unless there is a stated dress code for a specific occasion or event.

## **2. Driving Privileges Guidelines (Category One)**

Misuse of vehicles includes, but is not limited to, driving on the school sidewalks, soccer field, or lawn; excessive speed; burning out or squealing tires on the school parking lots or near school property; and parking in unauthorized areas.

- a. Entering and exiting the parking lot must be done in a safe manner according to the **"ENTER" and "EXIT"** signs.
- b. All vehicles will enter the parking lot through the designated and posted west entrance by the portable classrooms.
- c. Student drivers are to park their vehicles in the designated student parking area and will enter the school through the front (north) entry doors of the school.
- d. Drivers dropping off students are to use the west drive to drop off students at the back (south) entry doors of the school. Drivers will proceed to the designated and posted exit at the east end of the parking lot.
- e. Buses will drop off and pick up students at the front (north) entry doors of the school.
- f. Students riding a school bus will be permitted to exit the school immediately after the 2:50 dismissal bell.
- g. Students being picked up from school will be dismissed through the back (south) entry doors.

- h. Students driving home or riding with a student driver will be dismissed through the front (north) entry doors.
- i. Students may not return to their car during the school day without permission.
- j. Students will park in the designated student parking area which is the second and third row of marked parking spaces to the north of the school building.
- k. The first row of marked parking spaces is reserved for visitors and staff.

### **3. General Conduct Guidelines (Category One)**

- a. Students are to conduct themselves as Christians at all times. Disobedience or any conduct of a discourteous nature is always out of order. Good conduct is expected at school and all school related functions.
- b. There is to be no loitering on the campus or in the school building after school hours or after school related functions. The building will be open to students from 7:15 a.m. to 3:30 p.m. on school days unless the student has permission from a staff member.
- c. Boyfriend/girlfriend relationships should reflect respect for each person and for those around them. Public displays of affection are inappropriate at school or school related functions.
- d. With the exception of water, food and drink may generally not be consumed in classrooms.

### **4. Locker Use Guidelines (Category One)**

- a. Each student will be assigned a locker. It is his/her responsibility to keep the locker clean.
- b. If a student chooses to use a lock, the student will be required to use a combination lock provided by Covenant.
- c. For security reasons students are not to share the combination of their locks with others.
- d. Lost or damaged combination locks will result in a \$10.00 replacement fee.
- e. The lockers remain the property of Covenant, and the administration reserves the right to inspect the lockers at any time.
- f. Appropriate, non-permanent decorations may be placed only on the inside of the lockers.

### **5. Attendance - Absences and Tardies Policy (Category One)**

- a. Parent(s)/guardian(s) are to call the school by 8:15 a.m. if their child will be absent from school. A student will be recorded as truant without this contact being made. Truancy is a Level II discipline infraction.
- b. Covenant will call the home to determine the status of the absent student, if the school has not received notification from the parent(s)/guardian(s).
- c. Once a student has been at school and needs to leave for any reason, it is imperative the student checks out through the office. All checkouts must be confirmed directly with a parent/guardian contact by telephone or in person at the time of the checkout or prior to the checkout. A student will be recorded as truant if this procedure is not followed.
- d. Students must "sign-in" or "sign-out" in the school office when coming to school late or needing to leave early.

- e. Tardies will be handled in the following manner (per nine-week grading period):
  - i. The 4th tardy will result in the student receiving a written warning, which is Step 2 of the Category One discipline progression.
  - ii. The 5th tardy will result in the student receiving a detention, which is Step 3 of the Category One discipline progression.
  - iii. The 6th tardy will result in the student receiving a Saturday school, which is Step 4 of the Category One discipline progression.
- f. Detention hours are normally from 6:40 to 7:40 a.m. on the date assigned.
- g. Saturday school will normally be served from 7:00 to 9:00 a.m. on the date assigned.
- h. The school should be informed of planned absences in advance so that appropriate plans can be made. Planned absences are not allowed during exams or Service Week.
- i. Students are determined to be absent for a particular class if they are absent for more than 20 minute, approximately 40%, of a regular class period.
- j. Excessive absence in a course will result in a student not receiving credit for the course. When a student is absent for more than 10 class periods in a given semester the student may not receive credit for that particular class. Any parental appeal must be submitted in writing to the Principal. The appeal must explain the unique and weighty circumstances the Education Committee should consider for deciding whether or not to grant a waiver of this excessive absence rule.
- k. Attendance rules apply to all students enrolled at Covenant regardless of age.

## **6. College Visit Guidelines**

- a. College visits require the approval of the Guidance Counselor and Principal, and the request must be submitted at least two days prior to the visit. The form is available in the office.
- b. Approved college visit absences will not affect the student's eligibility for his/her exam voucher.
- c. Students are normally eligible for a maximum of four college visit days during each of their junior and senior school years.

## **7. Guidelines for Timeliness of Paying Fees, Returning Forms, Returning Uniforms, etc, (Category One)**

- a. First request for fees, forms, materials, uniforms, etc. will be made public in the daily announcements a minimum of three times. The deadline for the request to be met will accompany the announcement.
- b. A final request will appear at least one more time in the daily announcements. At this time, individuals who have not fulfilled the request will be listed in the announcements. A final deadline will accompany this announcement.
- c. If the request has not been met on the following school day, the student will receive a detention, Step 3 of a Category One infraction/violation.
- d. Subsequent days of not fulfilling the request will result in:
  - i. Saturday School
  - ii. Loss of Exam Voucher

## **8. Honesty Policy (Category Two)**

Covenant desires to hold students to a high moral and ethical standard when it comes to integrity and honesty. The following policies will be enforced:

- a. Honesty violations can transpire in school work (cheating, copying, and plagiarism) and personal behavior (forgery, impersonation, lying).
- b. If the violation involves more than one student, all parties will be held responsible.
- c. Honesty infractions will result in parental notification, receiving an “F” grade (0%) on any work related to the offense, and resubmission of all work involved.
- d. Infractions unrelated to academic work will result in parental notification.
- e. All first time infractions will result in a detention.

## **9. Weapons Policy (Category Three)**

The possession of any weapon is not allowed in or on school property or at any school function. Any object, including facsimiles of weapons, used to threaten or otherwise create concern in the school community will be treated as if the object were a weapon. Covenant reports violations of this policy to the DeMotte Police Department.

## **10. Technology Use Policy - Covenant (Category One)**

Students at Covenant have access to a computer network, wireless network, and the Internet.

Used properly, the Internet can be a powerful educational tool, giving access to electronic communication with people all over the world, to access and obtain information from government agencies, university libraries, museums, and many other sources. With this access comes the availability of material that may not be suitable for students. Covenant has taken precautions to restrict access. However, it is impossible to totally control and eliminate all materials that may be deemed inappropriate or controversial.

Use of technology at Covenant should follow the guiding principle that the technology should be used for educational purposes and done so in a manner which exhibits a high ethical, legal, and moral standard. If a student violates any of these guiding principles, his or her use may be limited or terminated.

- a. The use of technology must be consistent with the mission, goals, and objectives of Covenant.
- b. Use of the technology is a privilege, not a right.
- c. Network users are expected to abide by general principles of network etiquette:
  - i. Be polite.
  - ii. Use appropriate language.
  - iii. Respect the data and privacy of other users.
  - iv. Do not share user names and passwords with other people.
  - v. Do not reveal personal information (for example addresses and phone numbers) of yourself or others.
  - vi. Do not disrupt the network use of other students or staff.

- vii. Do not leave a work station unattended. When leaving a work station, remember to lock or log off the computer
- d. Computer security is important. If a user feels he or she can identify a security problem, they must notify the school administration.
- e. Copying, altering, or tampering data files, software programs, or system settings on any school computer is strictly forbidden.
- f. Downloading and/or installing programs on school owned devices are permissible only with the approval of the appropriate school authority.
- g. Unauthorized persons may not use equipment, software, security passwords or access codes belonging to the school.
- h. Covenant reserves the right to review and remove any material stored on its equipment.
- i. Users must honor software licensing agreements and all rules of copyright and personal property.

E-mail is not guaranteed to be private. At any time and without prior notice, Covenant reserves the right to examine e-mail, personal file directories and other information stored on Covenant computers. All students of Covenant waive any right to privacy in data entered, created, received, stored or transmitted on our computer network. Covenant monitors the content of electronic communication for inappropriate use.

#### **11. Electronic Device Use Guidelines (Per Semester)**

Electronic devices must be used appropriately and respectfully.

- a. Pagers, cell phones and other electronic devices (music players, video games, etc.) will be confiscated if on or used during study period, class time, chapel time, school assemblies or if they become a nuisance during the school day or at any school activity.
- b. Cell phones with cameras are never permitted in locker rooms or restrooms.
- c. Laptop computers may be confiscated if used for non-educational purposes, that is, for purposes not directly related to the coursework at Covenant.
- d. Confiscated devices will be returned at the Principal's discretion. Prior to the device being returned, the student will pay the fine and meet with the Principal.
- e. A 1st offense will also result in a \$10 fine payable before the device is returned.
- f. A 2nd offense will also result in a \$20 fine payable before the device is returned.
- g. A 3<sup>rd</sup> offense will also result in a \$30 fine payable before the device is returned. In addition, the student will not be allowed to have the electronic device in the school building during the regular school day for the remainder of the semester.
- h. A 4<sup>th</sup> offense will also result in a permanent confiscation of the electronic device.
- i. The use of electronic devices including, but not limited to, cell phones, pagers, music players, and video games is restricted to lunch time and the passing period between classes. Such electronic devices should be stored in lockers and will not be allowed on students in class time, chapel, and activities period. Violation of these restrictions will result in immediate confiscation of the device.

## **12. Pregnancy Policy**

Within the bounds of marriage, sexual intimacy is one of God's gifts. Outside of marriage, such intimacy is a lapse of Christian conduct.

Guidelines for a Disciplinary Response:

- a. This policy applies to both the father and mother enrolled at Covenant.
- b. School personnel will provide an atmosphere of support, love and concern. The administration will pursue disciplinary discussions, as appropriate, with parent(s)/guardian(s), student(s), grandparent(s), clergy, counselors and agencies such as Chicago Christian Counseling Center or New Leaf Resources.
- c. The student(s) will be encouraged to complete their education at Covenant, provided that the student(s) exhibit a commitment to a Christian lifestyle consistent with this privilege.
- d. The safety of the mother and the (unborn) child will be acknowledged in all decisions of the school regarding curricular and extracurricular activities.
- e. The children of students are not to be taken to school during school hours or to activity meetings or practice sessions.
- f. The student(s) must live with parent(s) or guardian(s), or in a home approved by parent(s) or guardian(s). The school may deny continued enrollment to a student(s) whose living arrangements are inconsistent with a Christian lifestyle, as determined by the Education Committee.
- g. The course load may be adjusted to acknowledge the additional responsibilities on the part of the student(s). Final approval of this adjustment will be made by the Education Committee. A student mother's absence from school after delivery of the child may continue up to six weeks; exceptions require a letter from the attending physician.
- h. The extracurricular activities of the student(s) shall be restricted to practices and other activities of school groups, without participation in interscholastic performances. This restriction shall be in place for the duration of the pregnancy.

## **13. Student Medication Use Policy**

By law, medications must be controlled by the school.

- a. No medication (including Tylenol and ibuprofen) will be administered without the written request of a parent/guardian or the directive of a physician.
- b. Students are not to have any prescription or non-prescription medications in their possession at school at any time.
- c. If medication is needed, the student must report to the office to receive the appropriate, authorized medication.

## **14. Tobacco Use Policy**

The possession or use of tobacco on school property or at school functions is prohibited. Offenses involving possession or use of tobacco per school year will be handled as follows:

- a. First offense – parental/guardian notification, a detention, and a \$50.00 fine to be paid within three days.
- b. Second offense – parental/guardian notification, a Saturday School, and a \$100.00 fine to be paid within three days.



- c. Third offense – parental/guardian notification, a Saturday School, a \$150.00 fine to be paid within three days, and an in-school suspension determined by the Principapl.
- d. All fines collected will be donated to the American Cancer Society.
- e. Following the third offense, the student will be required to participate in a “quit smoking” program approved by the high school administration. Expenses for participation in such a program will be the responsibility of the student.

## **15. Drug Prevention and Deterrence Policy**

- a. Testing for Cause
  - i. The administration reserves the right to require a student to undergo testing for alcohol and/or drugs when there is reasonable suspicion of use.
  - ii. A student’s failure to cooperate in the testing will result in disciplinary action in accordance with the Category Three Infractions/Violations procedures outlined in the School Discipline Policies and Procedures.
- b. Random Testing
  - i. The administration reserves the right to engage in random substance abuse testing of all students.
  - ii. Tests will be initiated by the administration and conducted by a professional agency.
  - iii. A student’s failure to cooperate in the testing will result in disciplinary action in accordance with the Category Three Infractions/Violations procedures outlined in the School Discipline Policies and Procedures.
- c. Positive Results
  - i. Students testing positive will result in disciplinary action in accordance with the Category Three Infractions/Violations procedures outlined in the School Discipline Policies and Procedures.
  - ii. If a student tests positive it will be the responsibility of the student and parent(s)/guardian(s) to pay for the cost of the drug test.
- d. Alcohol Testing
 

Alcohol breath testing screens will be available for testing students during the school day or at school sponsored events after school hours on or off campus.
- e. Preventative Searches
 

The school building, lockers, backpacks, book bags, personal possessions, and vehicles may be searched by school and legal authorities at anytime for illegal substances.

## **III. Other Policies and Procedures**

### **A. Smoke Free Facility**

The DMCS School Board has a smoke free policy for all school property. This policy states that there is no smoking on any school property, i.e. outside doors or in the parking lot areas. We wish to make a statement to our children and teens, those most subjected to today's tobacco persuasions, about the overwhelming medical conclusions; and we wish to give visible support to what is clearly said in I Corinthians 3:16-17.



## **B. Sexual Harassment Policy**

*General Policy:* DMCS will not tolerate sexual harassment by its students, employees, volunteers, or vendors. Sexual harassment is unlawful and contrary to our religious beliefs and our commitment to provide a stable and healthy learning and working environment.

*Definition:* Sexual harassment may include any unwelcome behavior or conduct of sexual nature which creates discomfort or creates an intimidating, hostile or offensive environment. Such conduct would include, but is not limited to unwelcome touching or other bodily contact, the making of unwelcome sexual advances, the display or reference to pornographic, sexually-explicit or offensive materials, the use of sexually provocative or offensive language, unwelcome discussion or inquiry into the private life of another individual or any unwelcome conduct of a sexual nature. The School shall consider any such discussion or behavior directed toward a student as being nonconsensual. Such activities may not only be illegal, but also run contrary to the beliefs this school professes and the atmosphere we wish to preserve.

*Report of Offenses:* If a student feels (s)he has been sexually harassed, (s)he should promptly report to the Superintendent, Building Principal, a Director and the student's parents. Any employee or volunteer who believes that (s)he has been subjected to sexual harassment should first notify the Superintendent, Building Principal, or a member of the Education Committee. If the alleged perpetrator is a student, the Investigating Committee herein shall conduct the investigation. If the alleged perpetrator is a DMCS employee, the procedures of the Employee Due Process and Discipline Policy shall be followed. If the alleged perpetrator is a volunteer or vendor, the Investigating Committee shall conduct the investigation.

*Investigating Committee:* The Superintendent, president of the Board of Directors and the chairperson of the Education Committee shall constitute the Investigating Committee. They shall be responsible to investigate the complaint and make a report to both the Executive Committee of the Board of Directors and to the Education Committee. Once a complaint has been received, the person to whom the complaint was made shall report the complaint to the Investigating Committee. At the least, the Investigating Committee shall ensure that the alleged victim and the alleged perpetrator are interviewed separately by the Committee or its designees. Within four weeks of the receipt of the complaint, the Investigating Committee shall make a written report to the Executive Committee. At a minimum, the Executive Committee shall report the general nature of the complaint to the Board of Directors, the nature of the investigation completed to the stage, the general results of the investigation, and a proposed resolution. Consistent with the duty to investigate and deter sexual harassment, the School shall seek to protect the privacy of all people involved. If, in the complainant's opinion, the complaint was not adequately resolved, the complainant shall then have the right to appeal the resolution to the Board.

*Penalties:* Any employee found to have violated this policy will be subject to discipline, up to and including suspension and immediate dismissal without pay. Any student found to have violated this policy may be subject to discipline up to and including immediate dismissal. No retaliation will be made against any employee, student, or volunteer for asserting a claim of sexual harassment.

## **C. Tuition Financial Policies**

### **1. Tuition Sliding Scale**

Tuition for families with more than one full-time student enrolled will be determined using a discount scale as follows:

- a. A 5% discount for each additional high school student
- b. An 8% discount for each additional full-time grade school student
- c. A 4 % discount for each additional part-time grade school student

### **2. Tuition for Part-Time Students**

Tuition for a student enrolled less than full-time will be determined as follows:

- a. The part-time tuition fee for a one-credit (one semester) course is 14% of the full tuition cost for one student.
- b. The part-time tuition fee for a two-credit (two semesters) course is 26% of the full tuition cost for one student.
- c. Part-time students must provide their own textbook(s) if the school does not have extras available.
- d. Fees paid will not be refunded if a part-time student withdraws from a course.

### **3. Tuition for Transfer Students**

- a. Students transferring in or out during a semester will be assessed tuition by the week based on a thirty-six week school year for any part of a school week attended.
- b. Students transferring in or out during a semester will be assessed a \$100 transfer fee.

### **4. Management of Tuition Accounts**

- a. In order to facilitate the orderly fiscal management of DeMotte Christian Schools Inc., all tuition accounts shall be paid by the end of the school year.
- b. Tuition statements will be issued on the 1<sup>st</sup> of each month. The first monthly payment is due by July 15, then by the 15<sup>th</sup> of each month thereafter through May 15. The cost of education (COE) for each family will be divided into eleven equal monthly payments, beginning in July and ending in May. Families unable to conform to this eleven-month payment plan may submit an alternative payment plan, including reasons for such plan, to the Finance Committee for approval.
- c. An alternative payment plan shall only be approved if the plan satisfies the following criteria:
  - i. 40% of the annual cost of education (“COE”) is paid by the end of December of the current academic year; and
  - ii. 75% of the annual COE is paid by the end of March of the current academic year.

- iii. Any alternative plan that does not meet the above criteria will only be approved for extraordinary circumstances.
- d. Alternative payment plans approved by the Finance Committee must then be approved by the Board of Directors. Alternative payment plans must pay the COE in full by the end of the current academic year unless the Board of Directors approves otherwise. The Finance Committee will review and manage all delinquent accounts.
- e. Procedures for handling past due tuition:
  - i. At thirty (30) days past due on monthly billing, a letter will be sent to the account stating past due policy.
  - ii. At sixty days (60) past due on monthly billing, a letter will be sent to the account stating past due policy.
  - iii. Accounts with an alternative payment plan will be considered delinquent if payment is not been received by the first day following the month in which a payment was due. At 15 days delinquent, Finance Committee may make a recommendation at the next regular school board meeting that child(ren) not be allowed to attend school until the delinquent tuition is addressed.
- f. All graduating students will receive an unsigned diploma if the family's tuition account is not paid in full by graduation night. A letter explaining the policy will be sent to the parents of all graduating students in April and May.
- g. If an alternative payment plan or any other exception to this policy is needed, it is the family's responsibility to contact a member of the Finance Committee to set up a meeting.
- h. The Finance Committee will contact all parents with delinquent tuition accounts at the end of the school year to advise them that all tuition must be paid or mutually acceptable arrangements made before their children will be registered for the upcoming school year.
- i. If the Finance Committee recommends that payment of a delinquent account be pursued through a collection agency or small claims court, the Board shall approve such action and the certified letter to the parents stating the decision.
- j. If the Finance Committee recommends that a delinquent account be considered for suspension of service, the Board shall approve such action.
- k. An official academic transcript is a complete and accurate reflection of a student's record. It contains all course work taken while enrolled at DMCS. Transcripts will not be issued for persons having delinquent accounts.

## **5. Tuition Assistance Policy**

- a. DeMotte Christian Schools (DMCS) has developed a tuition assistance policy that, when resources are available, may provide some financial assistance for families who demonstrate financial need and cannot pay the full cost of education.
- b. Each year the Finance Committee will evaluate the availability of tuition assistance for families desiring financial help with their tuition costs. These resources are limited and all families applying for tuition assistance are required to pay a portion of tuition.
- c. Financial need is the difference between the cost of attending DMCS for one year and the amount of money a family can reasonably be expected to contribute toward meeting this expense (called the “family’s contribution”).
- d. Families requesting tuition assistance must go through the Financial Aid for School Tuition (FAST) process in order to receive tuition assistance funds from DMCS. Families applying are responsible for the application fees.
- e. Any family that applies for tuition assistance must also apply for assistance from the State of Indiana voucher program and from the SGO program in the same academic year provided said qualifies.
- f. Any school balances owed by the applicant from a prior school year must be paid in order for a new application to be considered, unless the Board of Directors approves otherwise.
- g. Depending upon the number of requests for tuition assistance, the amount of tuition assistance available, and the recommendation of FAST, the amount of tuition assistance offered shall not exceed 40% of the family’s tuition for the school year.
- h. If tuition assistance is offered, the family must meet with the Finance Committee to discuss the tuition payment plan. This meeting should take place before registration for the new school year.
- i. If tuition assistance is offered, assistance will be paid at the end of the school year provided the family fully paid their portion of the tuition and the student has completed the school year.

## **6. Electronic Tuition Payment Policy**

- a. Parents have the option to make electronic tuition payments through RenWeb using PayNow.
- b. Parents will be responsible for the minimal per transaction ACH Service Fee.
- c. Parents will be responsible for any banking fees resulting from NSF.

## **D. Sunday Travel Policy**

In order to honor Sunday as the Lord’s Day, school-sponsored travel on Sunday requires 2/3rds board approval.

## **E. Student Records Policy**

Student records will be maintained electronically on an integrated school management database.

Additionally, hardcopy, cumulative files for each student will be maintained in a secure, fire-resistant file cabinet. These files will consist of permanent and current records showing each student’s name and address, the name(s) and address(es) of parent(s) or legal guardian(s), a

copy of the student's birth certificate, records of required health information, yearly transcripts, attendance records, and standardized test records.

Persons with authorized access to student files include the superintendent, principal, guidance counselor, secretary, bookkeeper, school nurse, and approved Cooperative School Service employees. The list of people with authorized access will be reviewed annually by the principal.

#### **F. Release of School Directory Policy**

1. Covenant Christian High School will provide the following Christian Colleges with current school directories upon their request. Calvin, Covenant, Dordt, Kings, Kuyper, Providence, Redeemer, and Trinity.
2. At the beginning of the school year parents will be given the opportunity to opt out of having their information included in the directory that would be sent to the colleges listed above.

#### **G. Employee-Student Relationships Policy**

1. Purpose:
  - a. DMCS is committed to providing school employees (principals, teachers, support staff, and coaches) and students with a safe, Spirit-filled environment, free from offensive behavior.
  - b. DMCS expects all persons to treat each other with respect because they are created to reflect God Himself.
  - c. Consequently, DMCS expects relationships between school employees and students to demonstrate cooperation, understanding, and mutual respect.
2. The Policy:
  - a. At all times and in all places, students will be treated by all employees with respect, courtesy, consideration, and in a professional manner. Such relationships must be and remain on a teacher-student basis or an employee-student basis.
  - b. Employees must be mindful of their inherent positions of authority and influence over students. Conduct that subjects another person to inappropriate attention, comments, or actions is not permitted.
  - c. Employees will utilize safeguards against allegations of improper relationships with students. (Such safeguards may include the following: avoiding or minimizing physical contact, keeping doors open when talking or meeting with students one-on-one and/or making sure that meetings with a student take place in rooms with windows and/or others nearby.)
3. Actions that violate this policy include, but are not limited to, the following:
  - a. Dating students of high school age or younger.
  - b. Having any interaction or activity of a sexual nature with a student.
  - c. Committing or attempting to induce students to commit an illegal or immoral act.
  - d. Supplying alcohol or any illegal substance to a student, allowing a student access to such substances, or failing to take reasonable steps to prevent such access from occurring.
  - e. Excessive informal and social involvement with individual students is unprofessional and incompatible with employee-student relationships.
  - f. Concerns or allegations regarding employee-student relationships should immediately be reported to the Superintendent, Principal, or Guidance Counselor.

- g. All reports will be handled discreetly to maintain confidentiality and will be investigated immediately by school authorities.
- h. Allegations of illegal or criminal activities will be reported to government agencies as required by law.
- i. Anyone found to be in violation of this policy will be subject to disciplinary action up to and including termination from employment or expulsion from the school.

## **H. Addressing Parent or Constituent Concerns Regarding Instructional Materials or Media Policy**

### **Vision**

The programs at DeMotte Christian Schools, Inc. represent a sincere effort by our staff and students to integrate our religious vision within learning. With the Bible as our basic guide for all programs, we believe “the fear of the Lord is the beginning of wisdom” (Proverbs 9:10). Our staff is dedicated to the authority and dependability of the Bible. Our vision includes the following six aspects:

1. God in His Image created people in order to live in communion with other human beings and with God. Scripture also directs us to subdue the earth.
2. In spite of the fall into sin, our task to rule and develop the Creation continues because of the regenerating work of Jesus Christ.
3. The forces of evil constantly threaten to prevent the believer from doing his cultural task.
4. Faith in God or unbelief cuts at the very heart of man. Faith determines our relationship to God, to people and to the Creation.
5. Christian education is a communal development of a Christian mind in which every Christian student and teacher participates.
6. We are in the world but not of the world. Christian education must help students learn the difference and to live accordingly to serve and love God and their neighbor.

### **Introduction**

Whenever teachers at DMCS choose material for curriculum use they must consider several important, foundational principles. Some of the principles used and articulated in the following policy include the questions that follow. Is the material consistent with the Reformed Christian perspective on culture in which Covenant stands? Is the material aesthetically and academically excellent? Is the material developmentally appropriate for the intended age group? This introduction considers the first question, and presents a context for material selection that is rooted in a distinctively Reformed Christian world and life view.

Christian education views curriculum as the roadmap to learning about God, his world and our important place in it. It attempts to show that God has a design for the universe that can be seen in the study of all things, and that there is a relationship between these different things. Christian education separates for study and yet integrates all curriculums so that students see wholeness. Along the way Christian education shows students where sin has distorted systems, relationships and human thoughts, so that they can engage culture in redemptive ways for the sake of Christ’s kingdom.

Material selection at DMCS is therefore a concrete exercise in fulfilling our mission of developing academically prepared Christian graduates, taught from a Reformed Christian perspective. Our policy enables teacher and students to reflect and apply God's timeless truths to the wide range of life's challenges.

### **Addressing Concerns**

Parent or society member concerns regarding instructional materials or media should be addressed in the following manner:

1. Parent or society member should discuss the concern with the teacher or librarian to seek a resolution. The teacher or librarian will inform the Principal of the concern.
2. If satisfactory resolution is not reached, the teacher or librarian will prepare a written summary of the concern, to be signed by both the teacher or librarian and the parent or society member. The parent or society member may set up a meeting with the Principal, which may or may not include the teacher or librarian.
3. If satisfactory resolution is not reached, the parent or society member may meet with the Education Committee, Principal, and the Teacher or Librarian at the next regularly scheduled Education Committee meeting. Liaison(s) from the curriculum committee of the subject involved may also be included in the discussion.
4. If satisfactory resolution cannot be reached with the Education Committee, the parent or society member may then request to meet with the full board to seek a final resolution at the next regularly scheduled Board meeting

### **I. School Closure and Continuing Education Plan**

1. Students and parents will be instructed to have the students take all their textbooks and other school supplies home.
2. Teachers will make as much material available as possible for the students to take home at the time of the school closure.
3. Teachers will post assignments on RenWeb in the Lesson Plan section.
4. Teachers will upload documents to RenWeb. These can be also emails as attachments.
5. Teachers would be available from 8:00 AM to 3:00 PM to speak with students on the phone or correspond with students via email.
6. Materials will be available for pickup at school for families that do not have internet access at home.

### **J. Media Interaction Policy**

In all media interactions, the following policy guidelines apply:

1. The Superintendent is the school's spokesperson and is responsible for overseeing all communication with the media. If the Superintendent is not available, the Building Principal or the school Board President will assume this role.
2. All media requests for information must be referred to the school's spokesperson.
3. All media must report to the administrative offices upon entrance to the schools.
4. All media must agree to follow prescribed guidelines for interviews and observations on any school property.
5. The media will not be allowed unauthorized access to students on school property.



6. No one is required to be interviewed by the media.
  - a. If the media requests an interview with an employee, permission must be obtained from both the spokesperson and the employee.
  - b. If the media requests an interview with a student, permission must be obtained from the spokesperson, student, and if the student is a minor, from the parents/guardians of the student.
7. The spokesperson has the right to deny the media interviews with employees or students on the school premises.
8. If a press conference is called, a pressroom will be set up at an alternative site.
9. Designated media will be contacted by phone or fax to inform them of the time and location of the press conference.
10. During the press conference, the spokesperson will read the prepared statement and announce when further information will be available.
11. Copies of the press release will be made available to all media personnel.
12. If there is a possibility of a criminal investigation, media questions regarding the incident will be deferred to the investigating authorities.

#### **K. Service Hours/Project Policy**

Covenant Christian High School seeks to guide, shape, direct, and train young people in all aspects of living the Christ-like life in this world. A significant aspect of living the Christ-like life is serving our fellow man as an expression of our love for our God.

1. Every student is expected to complete a minimum of twelve service hours (six hours per semester) of his or her choice per year.
2. Acceptable service is work that does not include payment or work done for immediate or extended family.
3. Examples of excluded activities are those activities completed while school is in session or activities that occur during regular church service times. (For the school's purposes an example would be if a student is a member of the praise team at church. Preparations before and after the service could be counted towards these service hours while leading in praise during the service would not be counted towards the service hours.)
4. Student participation is required in all service project fundraisers. Working at Covenant's annual Service Dinner is required of all students. This cannot be listed as Service Hours.
5. First semester hours are the beginning of summer through the end of Christmas Break. Second semester hours are the beginning of Christmas Break through mid-May (about a week before exams begin). Service hours are to be recorded on a form entitled Service Hours Record, available in the office. Completed forms are to be turned in to the office.
6. Participation in service week is required of and limited to enrolled students.
7. Service Projects Committee will oversee all service week activities.
8. Service hours will be recorded on transcripts.



#### **L. Teacher's Assistant Policy**

Students enrolled at Covenant Christian High School who have a desire to assist a teacher in their role of educating children and wish to explore education as a career option, can request to be assigned as a Teacher's Assistant (TA). These activities will be performed during the regular school day in place of a study hall in the student's schedule. This opportunity for serving the broader community will be governed by the followed guidelines:

1. The host school's principal must approve all Teachers' Assistants and will assign them to various tasks based on the needs of the school and the ability of the student.
2. Students will be assigned to a supervising teacher at the host school.
3. Students are responsible for their own transportation between Covenant and the host school.
4. Activities will include copying worksheets, grading papers, assisting in classroom preparation, working with small groups of students in special situations, etc.
5. Both schools will cooperatively monitor student attendance and punctuality through the use of TA logs, teacher evaluations, and student evaluations.

#### **M. Student Designed Independent Study Policy**

1. A student may take only one independent study course per semester and a maximum of four (4) courses in their high school career.
2. Independent study is only available to Juniors and Seniors.
3. A Student Proposal form must be submitted to the principal for approval in order for a student to be enrolled in an independent study program.
4. The deadline for submitting the student proposal is May 15 for first semester classes and November 15 for second semester classes.
5. The administration may modify or add to the goals, outcomes and criteria contained in the student proposal. The student may then accept or reject the new proposal.
6. Independent study courses will be graded by the faculty advisor using the normal letter grade system and will be determined by how well the outcomes measure up to the criteria.
7. Independent study courses will not be used to replace existing courses in the curriculum unless there is an unavoidable conflict that cannot be resolved.
8. The student is responsible for making arrangements with a staff member to serve as faculty advisor for the independent study course.

#### **N. Athletic Uniform Procedure**

In an effort to maintain the inventory of all Covenant Christian High School athletic uniforms (jerseys, shorts, pants, etc.), the following procedures will be required of all athletes participating in all CCHS sports.

1. A refundable uniform deposit of \$25.00 (cash in labeled envelope or check payable to DeMotte Christian Schools, Inc.) will be required before the first scheduled contest of every CCHS athletic season. Deposits should be turned in to school office. Non-compliant athletes will become ineligible for contests until deposit is received.
2. Uniforms will be distributed prior to the first contest of the season by the head coach of each sport.
3. Parents (or coaches if requested) are to maintain the cleaning and quality of the uniforms during the athletic season.

4. At the end of each athletic season, all uniforms should be cleaned and returned to the head coach, not the school office, in a timely manner (announcements will be made). The head coach will return all uniforms back to the athletic director for storage.
5. The refundable uniform deposit (cash in labeled envelope or un-deposited check) will be returned after uniforms are satisfactorily returned.
6. Any lost or unreturned uniforms will be assessed a fee of up to \$100 by the end of the school year. Transcripts (ie. – college) will not be sent from CCHS until either a uniform is returned or the assessed fee is paid.