

# Covenant Christian High School

1401 Ferndale Ave. SW  
Grand Rapids, MI 49534  
office@covenantchristianhs.org  
616-453-5048

## Parent/Student Handbook

---

Website: [www.covenantchristianhs.org](http://www.covenantchristianhs.org)

Last Revised: September 11, 2023





## PREFACE

The mission of Covenant Christian High School can be summed up by saying that the school exists to assist parents in rearing covenant young people and fitting them for useful and fruitful covenant living. All of life begins and ends in God and covenant living involves loving and serving the God of our salvation in our study, our work, and our play. Students at Covenant Christian High School are called to seek the glory of God by growing in knowledge of Him and by living lives of obedience to His commands.

The administrator, faculty and Board continually review the Parent/Student Handbook to address areas of concern and formulate changes that would help parents, students, and teachers to achieve their goals. As needed, changes are made to stay in step with current concerns. Nothing has been placed in this handbook without having been considered and approved by the Board of Trustees. Therefore, parents, through their elected representatives exercise a most important role in developing rules for the school.

The rules that guide student behavior and life at school were made in the interest of maintaining an orderly environment and a Christian atmosphere in the school. School personnel will do their best to apply the rules fairly and consistently. We are all called to remember the words of Ephesians 5:20, "Submit yourselves one to another in the fear of God." and I Peter 2:13a, "Submit yourselves to every ordinance of man for the Lord's sake."

The pursuit of these goals must be the cooperative effort of students, teachers, administrators, parents, and the community of believers. We believe that an effort to work together in these areas will help us to provide a proper environment for every one of us to be able to accomplish our goals. We expect that both students and parents will read the handbook and keep it for a reference. We believe that diligent and prayerful efforts will be met with the blessing of God.

It is our fervent prayer that our covenant God will continue to guide us and prosper us in this work of Christian education.

Mr. Rick Noorman  
Administrator

---

## NOTICE OF NONDISCRIMINATORY POLICY FOR STUDENTS

*The SOCIETY FOR PROTESTANT REFORMED SECONDARY EDUCATION operating COVENANT CHRISTIAN HIGH SCHOOL both of WALKER, MICHIGAN, admits students of any race, color, national and ethnic origin to all the rights and privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of sex, race, color, national and ethnic origin in the administration of its educational policies, admissions policies, scholarship programs, loan programs, athletic programs, and other school-administered programs*



## TABLE OF CONTENTS

GENERAL SCHOOL POLICIES .....	6
Attendance .....	6
Absence.....	6
Tardy .....	7
Detention Policy .....	8
Saturday School .....	8
Suspension .....	8
Conduct.....	9
Dress .....	9
Use of Automobiles .....	10
Parking Lot .....	10
Closed Campus .....	10
Leaving School .....	10
School Visitor Policy .....	10
Smoking and Tobacco Possession .....	10
Alcohol, Drugs and Weapons .....	11
Anti-Harassment .....	11
Sexual Misconduct Policy .....	12
Lockers & Backpacks .....	18
Property and Unlawful Entry .....	18
Cheating .....	18
Misconduct Outside of School.....	18
Chapel .....	19
Library .....	19
Computer and Internet Use .....	19
Lunch and Break Time .....	20
Insurance.....	20
Textbook Policy.....	20
Cancellation of School.....	20
Tornado Policy.....	21
Cell Phone Policy.....	21
CURRICULAR POLICIES .....	21
Courses of Study and Credit for Courses.....	21
Requirements for Graduation.....	22
King James Version of the Bible .....	22
Drop and Add Policy .....	22
Incompletes.....	23
Grade Point Average.....	23
Honor Roll .....	23
Scholastic Eligibility Rules for Co-Curricular Activities .....	23
Student Council.....	24
Exams .....	24
Student Assistants .....	24
Cooperative Education.....	24
Career/Tech Center Classes (Ottawa and Kent) .....	24
ATHLETIC POLICIES .....	25
Academic Eligibility Rules for Athletes .....	25
Eligibility Rules Respecting Conduct and Substance Use.....	25
Responsibility of Athletes.....	26
Attitude and Behavior of Athletes .....	26
Attendance by Athletes at Games and Practices .....	27
Rules for Spectator Attendance at Athletic Events.....	27
Team Bus .....	27

# GENERAL SCHOOL POLICIES

## I. ATTENDANCE

Regular attendance is essential for learning, which is the primary purpose of our school. The Bible teaches us that stewardship of time and resources, diligence, and faithfulness to the work of seeking to know our Covenant God are important concepts in the life of the Christian.

Absences of students from regular classroom learning experiences disrupt the continuity of the instructional process both for the student and the teacher. The regular contact of the students with one another and their participation in the instructional activities planned by the teacher are vital to achieving the mission of the school. We cannot teach students who are not present.

Good high school attendance also helps to prepare the teenager for the attendance requirements in adulthood. Lifelong patterns of responsibility and the self-discipline of regular attendance and promptness are fostered by the attention given them during the years of school attendance.

It is recognized that absence from school may be necessary under certain circumstances. We respectfully request the assistance of parents to instill a sense of obligation and responsibility in our students and your children.

### A. ABSENCES are categorized as follows:

1. Excused
  - a. Illness, emergencies, and appointments that cannot be scheduled on non-school time
    1. Parent or guardian should call the school office to report the absence prior to 9:00 a.m.
    2. For these absences teachers will provide instruction missed as students initiate contact. Deadlines for make-up work will be determined on an individual basis.
  - b. Parent Requested Planned Absence: Occasionally parents may decide that certain experiences or family needs may warrant a student's absence. Such absences are limited to a maximum of five days per school year and may not be taken in the last five days of class for the semester. During a planned absence the student must be accompanied by the parent, guardian, or other adult appointed by the parent. The following procedures will apply:
    1. Parents must make the request to the office at least 2 days prior to the absence. The request is then approved by the administrator. The administrator reserves the right to withhold permission for any requested absence based on the student's prior attendance record and academic performance.
    2. The planned absence form will then be given to the student which must be signed by each of his/her teachers. This will allow the teacher and student to make arrangements for making up the work that will be missed and to provide the necessary materials. It is possible that some assignments or labs, because of the nature of them, cannot be made up. It will be up to the teacher to decide how to handle these. It may involve an alternate assignment or a lower grade.
  - c. College Visits
    1. All college visits must be approved in advance by a guidance counselor and completed by May 1. A permission slip must first be obtained from and signed by the Guidance Counselor, filled out and signed by a parent. The student will then proceed to obtain the signatures of the teachers of all classes that will be missed due to the college visit. The student must then turn the form into the school office not less than five days prior to the visit.
    2. No more than eight students will be allowed a college visit on any one day -- the first students registered will be allowed to go. Students are encouraged to make

use of scheduled days off, such as records day and in-service days, for college visits.

3. Juniors should plan no more than one college visit per school year before May 1.
4. Seniors should plan no more than two visits per school year before March 1.
5. Seniors who have not taken the SAT or ACT will be allowed a college visit only with advance approval of the counselor.
6. Students are required to return a verification form received from the college to the counselor. Failure to keep an appointment or misusing time set aside for a college visit will rule out possible future visits during school time.

## 2. Unexcused Absence

- a. **Parent Requested Unapproved Absence:** Oversleeping, babysitting, working, student pictures, or anything that is not an emergency, illness, or parent accompanied experience. This includes Parent Requested Planned Absences over the five-day limit. Students will be required to make up all work that was missed and make up missed time during a “0” hour or 8th hour for each period that was missed. Students who have a planned absence beyond the 5-day limit must make up the time with a “0/8th” hour for each period missed or (1) Saturday school. It is possible that some assignments or labs cannot be made up or duplicated at a later time. It will be up to the teacher to decide how to handle these. It may involve an alternate assignment or a lower grade.
- b. **Truancy:** Students who willfully skip classes will receive two detentions for each class that will be taken on consecutive days beginning the day of the return to school. All schoolwork missed must be made up. A second offense will result in a Saturday School. A third offense will terminate a student’s enrollment in that class.
- c. **Suspension:** Students who are suspended will be required to make up all work and tests that are missed due to the suspension. They will also be required to make up time missed at school by attending one Saturday school session for every day of suspension. It is possible that some assignments or labs that are missed cannot be made up. It will be up to the teacher to decide how to handle these. It may involve an alternate assignment or a lower grade.

## 3. Total Absences

Because the school believes that participation in class is a requirement to achieving credit, any student who exceeds 15 absences in one semester will receive no credit for that class. Exceptions may be made by the Education Committee if there is a valid medical reason for the absences.

## B. TARDY

Promptness to class, like regular attendance, is important to success. Being prompt also shows respect for the time of the teacher and the other students. Adequate time is given between classes so that all students are able to get to class on time. The opening minutes of a class period are important in setting the tone for the class. When a student is late, classroom devotions may be missed or interrupted, or the student may miss out on important information.

Students arriving at school later than 8:15 a.m. are expected to report to the office. Students more than 10 minutes late will be considered absent and the procedure for absences should be followed.

Each student may receive 4 tardies per semester without penalty. Tardies are not classified as excused or unexcused, simply tardy; therefore, parents may call to give the reason for the student being late, but the tardy may still be counted as one of the 4 allowed. After the 4<sup>th</sup>

tardy, a letter will be sent home to inform the parents that the next tardy will result in a detention.

- Tardy #'s 5-7 will result in a detention.
- 8 and more will result in Saturday School
- 10-12 in the same class will result in a lockout from the class those days resulting in an unexcused absence. (Student must report to the office)
- 13- Class will be dropped with loss of credit.

## **II. DETENTION POLICY**

1. Detentions must be served during the 8<sup>th</sup> hour (2:55 p.m. – 3:40 p.m.) of the day that it was assigned to the student or during the “0” hour (7:25 a.m. – 8:10 a.m.) of the day after it was assigned. The teacher or the administrator reserves the right to specify the specific time that it must be served. Parents will be notified of all detentions served.
2. During the detention time students will sit in seats assigned by the teacher and they will not be allowed to talk, sleep or eat. Students are to bring in schoolwork to the detention room. Any student tardy for detention will receive an additional detention period. Any student skipping detention will receive an assignment to Saturday School.

## **III. SATURDAY SCHOOL**

1. The purpose of Saturday School is to help direct our students to meet the standards of responsibility, conduct, and behavior that we expect of them at Covenant Christian High School. Saturday School is meant to be an intermediate step between a one-hour detention and a suspension from class or school altogether. It is a means of discipline that does not deprive the student of academic participation in class. The Saturday School will operate from 8:30 a.m. to 11:30 a.m. when needed. During the session the rules for detention (see above) will apply. Students will be expected to do schoolwork the entire time. Students will receive a 10 minute break midway through the session.
2. Students who report less than 10 minutes late will be admitted but will be required to serve one hour (from 8:30 a.m. to 9:30 a.m.) on a second Saturday. Students who are more than 10 minutes late, do not attend, do not work while in the room, or behave inappropriately will be suspended from class for 3 days.
3. If a student cannot attend Saturday School for an acceptable reason, the parents are to contact the school between 8:15 a.m. – 8:30 a.m. An unexcused absence will result in a 3-day suspension from school. Transportation, employment concerns, and extra-curricular activities are not valid excused for missing Saturday School.

## **IV. SUSPENSION**

1. Suspension from class  
A teacher may remove students from a class if their conduct disrupts the learning environment or interferes with the educational process. Students who are requested to leave a class must report to the office. In addition, the class time and work must be made up in detention that same day. Failure to make up the time will result in Saturday School.
2. Suspension from school  
A student may be removed from the school community in the event of serious violation of school rules. Some violations are laid out in this Handbook. Other serious offenses such as cursing, foul language, disrespect, and defiance of authority, etc., will be dealt with severely and may include suspension even though it may not be mentioned in the Handbook. These suspensions will generally be served outside of school unless the administration determines that it would be better for all parties if it were served at school. Suspensions are considered unexcused absences and the penalty for such is found in A. 2. C. under “Unexcused Absence.”
3. Any student suspended for a second time may be referred to the Education Committee.



## V. CONDUCT

### A. DRESS

How we dress reveals much about our attitude toward God, ourselves, and others including peers, and those in authority. Because our bodies are temples of the Holy Spirit our dress should reflect that we believe this and want to confess this concerning ourselves. Students should come to school dressed neatly, modestly and appropriately. Student's dress should be consistent with our efforts to establish a wholesome Christ-centered learning environment. Students sent home for dress violations will be required to make up the school time in detention or Saturday School. Following are some specific guidelines to go with the general principles:

1. Work clothes and uniforms worn for work are not permitted.
2. Clothing bearing objectionable messages is not permitted. This includes clothing that advertises, pictures, or promotes alcohol, tobacco, or musical groups. This also includes clothing with sexually suggestive pictures or words.
3. Students may not wear clothing that exposes the trunk part of the body. Example: shirts that leave a bare midriff, chest, sides or back.
4. All shirts must have sleeves.
5. Students may not wear hats in school.
6. Shorts or skirts must be at least mid-thigh or finger-tip length. Cutoffs, spandex, and athletic shorts are not appropriate. Leggings and yoga pants are not considered pants and must be covered with a top that is at least mid-thigh or finger-tip length all the way around.
7. Clothing with holes or tears will not be permitted.
8. Body piercing jewelry, other than earrings by girls, may not be worn during school hours or at school functions.
9. Tattoo's, inking, or drawings on the body are not allowed

### B. USE OF AUTOMOBILES

Driving a car to school may be a necessity for many of our students. It is important that students exercise care and caution in the parking lot as well as on the driveway and area roads. The speed limit in the surrounding neighborhood is 25 mph and 15 mph in the school driveway and parking lot.

1. Parking Sticker: Students who drive to school are required to display our school parking sticker in the front window (lower right side) of the vehicle so that it is visible from the outside. There is no charge for the parking sticker. The sticker will be handed out to the student after he/she turns in the completed parking registration form (forms available in the office). Students who fail to display a sticker will be fined \$5 for each offense. *Parking stickers are valid for all four years at CCHS and the sticker can be transferred to another vehicle. A new registration form must be filled out with the new vehicle information if the parking sticker is transferred. (August 2023)*
2. When students arrive in the morning they must park and lock their car, leave the parking lot, and not return to their car until it is time to leave at the end of the day. Students may not leave the school lot once they arrive in the morning.
3. Students who are speeding, squealing tires, allowing others to ride on the outside of the vehicle (including trucks), or driving carelessly will receive a \$10 fine and notification of parents for the first offense. A second offense will result in a \$20 fine and loss of driving privileges for a set period of time.
4. Student playing loud and/or offensive music will be subject to the penalties in #3 above.

5. Vehicles parked on school property are subject to search and inspection in the presence of the student by the authorities of the school or those appointed by school authorities.

#### C. PARKING LOT

Students are not permitted to enter the parking lot, their car, or any other student's car at any time during the day without receiving permission from the supervising teacher, principal, or from the office.

#### D. CLOSED CAMPUS

Covenant Christian High School has a closed campus. This means that a student is not allowed to leave the school grounds without specific permission during the school day. Students may not be excused to leave for lunch unless they are picked up and accompanied by a parent.

#### E. LEAVING SCHOOL

A student leaving school for an authorized reason must sign out in the office as well as sign in if and when returning to school that day.

#### F. SCHOOL VISITOR POLICY

Parents, alumni, relatives and friends of our students are all welcome to visit our school. However, to ensure the safety of all of our students, avoid disruptions in instruction, and avoid situations which would not be approved by parents, we require the following procedures to be followed for visits to school:

1. Parents are welcome to visit anytime. Parents should check in at the office to obtain a visitor pass. Advanced notice of the visit is appreciated.
2. Alumni or siblings of students who wish to visit during the lunch period must report to the office upon arrival to school and obtain a visitor pass.
3. Students wishing to bring a visitor to school for a day or any part of a day must:
  - a. Receive approval from the principal or assistant principal PRIOR to the day of the planned visit.
  - b. Permission will only be granted if the principal receives a request from a parent of the host student at least one day in advance of the planned visit.
4. On the day of the visit the host student should:
  - a. Report to the office with the visitor to check in and pick up a visitor pass.
  - b. Inform the visitors prior to the visit that they must comply with all school rules and regulations, including the dress code.
5. The visitor is expected to be with a host student throughout the visit.
6. The principal retains the right to approve, deny, limit, or terminate any visit based on the purpose of the visit, the impact of the visitor presence, the planned activity in the classroom, and the relationship of any visitor to the students.
7. The classroom teachers will be informed of the visit upon approval by the principal and they may request that their class not be visited if they believe that it is detrimental to instruction.

#### G. SMOKING AND TOBACCO POSSESSION

Students are not allowed to smoke or possess tobacco products or e-cigarette products on the school premises, or at any school function. This includes all extracurricular activities both home and away.

1. The first violation of this rule will result in a one-day suspension from classes with the time to be made up at two consecutive Saturday School sessions.

2. The second violation within the year will be viewed as a form of deliberate insubordination and will result in an indefinite suspension from classes with further disciplinary action determined by the Education Committee.

## H. ALCOHOL, DRUGS AND WEAPONS

The use, possession, or distribution of alcohol, intoxicants, drugs, firearms, ammunition, knives, or explosives (including fireworks) on the school premises (including vehicles, lockers, duffel bags or book bags) or at school functions will result in immediate suspension from school and are grounds for expulsion. Further disciplinary action including expulsion and reporting to authorities will be decided by the Education Committee.

## I. ANTI-HARASSMENT POLICY

As it is a guiding principle for God's people that we should "Love our neighbor as ourselves" no type of harassment (physical, verbal, emotional, sexual, etc.) will be allowed in our school whether initiated by student, staff, or volunteers in school, on school property, or at any school function or school-sponsored activity. This type of activity is against state and school policy. Harassment or bullying will not be allowed based on age, color, creed, national origin, race, religion, marital status, gender, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status. Although individuals may exhibit differences that result from sin and the effects of sin, harassment and bullying are not the scriptural means of addressing these or other issues and will not be tolerated. Any infraction will be dealt with according to Biblical principles.

### Definitions

Harassment and bullying are defined as any electronic, written, verbal, or physical act or conduct toward a student which is:

1. Based on any actual or perceived trait or characteristic of the student defined above, **and**
2. Creates an objectively hostile school environment that meets one or more of the following conditions: Places the student in reasonable fear of harm to the student's person or property, has a substantially detrimental effect on the student's physical or mental health, or has the effect of substantially interfering with the student's ability to participate or benefit from the services, activities, or privileges provided by a school.

The following activities, without substantial additional aggravating factors, occurring inside or outside the classroom, do not constitute harassment or bullying:

1. Instruction and participation in lessons and worship services.
2. Discussions and debate concerning issues important to Christian faith.
3. Electronic, written, verbal, and physical interpretation of Biblical Scripture, and religious texts, music, and opinion.
4. Witnessing and faith-sharing.

### Reporting

Suspected incidents of harassment and bullying should be reported to the administrator within 24 hours. The administrator is responsible for receiving reports and ensuring the Anti-Harassment Policy is implemented.

### Investigation

Suspected incidents of bullying and harassment will be promptly and thoroughly investigated by the administrator or his/her designee. Investigators will consider the totality of

the circumstances presented in determining whether conduct objectively constitutes harassment or bullying under this policy.

#### Consequences for Violators

Individuals responsible for conduct in violation of this policy will be subject to consequences and remedial action.

#### Publication

This policy shall be published in the handbook as well as in a letter to the students and parents.

### J. SEXUAL MISCONDUCT POLICY (Adopted Aug. 2023, Rev. 9-11-23)

#### **Section 1: Purpose, Definitions, General**

##### **A. Purpose**

1. To establish practices for a healthy working and learning environment that prevents sexual misconduct; safeguards students and staff members from long-term physical, emotional and spiritual harm; and promotes the full benefits of covenant education.
2. To establish processes, procedures, and responsibilities that respond appropriately, legally, and effectively to suspected, alleged, or actual sexual misconduct of students and staff members,

##### **B. Definitions**

1. Sexual Misconduct: An umbrella term for unwelcome behaviors that are sexual in nature. Sexual misconduct includes both sexual harassment and sexual abuse.
  - a) Sexual Harassment – Persistent, repeated, and unwanted sexual behaviors that demean or humiliate another individual. Sexual harassment is typically nonphysical but may include inappropriate touching. Sexual harassment behaviors result in intimidating, hostile, or offensive working environments. Examples include:
    - i) Improper sexual comments
    - ii) Writing notes electronically by hand with content that may be construed as sexual.
    - iii) Using written or spoken words, pictures, objects, gestures, or actions relating to sexual activities.
    - iv) Sexual Harassment does not include:
      - (1) Instruction and teaching of lessons
      - (2) Discussion or debate concerning issues of Christian faith.
      - (3) Sharing electronic, verbal, or written verses from Scripture
      - (4) Witnessing and faith sharing
  - b) Sexual Abuse - Unwelcome, threatening, coercive, and/or forced sexual behavior upon vulnerable victims including, but not limited to:
    - i) Sexual contact which includes but is not limited to the intentional touching of the victim's or alleged perpetrator's intimate parts or the intentional touching of the clothing covering the immediate area of the victim's or alleged perpetrator's intimate parts, if that touching can be reasonably construed as being for the purposes of sexual arousal, gratification, or any other improper purpose.
    - ii) Sexual penetration which includes sexual intercourse, or any other intrusion, however slight, of any part of a person's body or of any object into the genital or anal openings of another person's body.

- iii) Accosting, soliciting, or enticing a child to commit, or attempting to commit, an act of sexual contact or penetration. This can involve sexual contact, such as intentional sexual touching, oral-genital contact, or intercourse. This can also involve noncontact sexual abuse of a child, such as exposing a child to sexual activity or pornography and observing or filming a child in a sexual manner.
2. Staff Members – Any administrator, teacher, coach, volunteer, or any person employed or contracted by CCHS.

### **C. General Policy Statements**

1. CCHS is committed to creating an educational environment in which students develop and grow spiritually, academically, socially, and emotionally and free from sexual misconduct.
2. All CCHS students and staff members are expected to conduct themselves as Christians and with respect for the dignity of others.
3. All CCHS staff members and students are expected to know, understand, and comply with the safeguarding practices, procedures, and the requirements of this policy.
4. CCHS has zero tolerance for any form of sexual misconduct by any staff member or student.
5. The reporting and investigation of suspected or alleged sexual abuse shall be managed with discretion, confidentiality and with respect to all parties.
6. Sexual abuse is illegal and therefore must be reported to and prosecuted by Child Protective Services and local law enforcement agencies as appropriate.
7. Names of persons that are determined to be guilty of sexual abuse by an investigation conducted under this policy shall be made public to protect CCHS students or staff members.

## **SECTION 2: SAFEGAURDING PRACTICES; EDUCATION AND TRAINING**

### **D. Safeguard Practices**

1. CCHS recognizes that meeting the educational needs of students may occasionally require that staff members interact with students on an individual basis. One on one meetings with an individual student are permitted only in spaces where interactions can easily be observed and monitored by others, such as by leaving doors open when others are present outside the door, in spaces that are monitored by security cameras, or when one staff member notifies another staff member immediately before and after the meeting. Cameras shall monitor spaces where one on one meetings are commonly held, such as the guidance counselor's office.
2. A staff member shall not transport a single non-related student to or from school or school-related activities without specific written parental permission. Staff members shall avoid physical contact with students while in vehicles. Students shall not borrow or use a vehicle belonging to a non-relative staff member. Staff members should transport multiple students whenever possible.
3. Staff members may provide gifts of nominal value to reward special accomplishments or good behavior (i.e., a prize for reaching a certain academic goal, a piece of candy for proper behavior or class participation, etc.), provided they do not have any appearance of grooming or of special or preferential treatment of students.
4. Gifts dropped off by visitors for non-related students shall be monitored by office staff members and reported to the administrator. At least two office or administrative staff shall together determine that the gift does not represent an intent of grooming before the gift is presented to the student.

5. Staff members may not develop an intimate or sexual relationship with any student. Staff members may not meet one on one with students outside of school hours either on or off campus without adhering to the safeguarding practices outlined in section 2.1 above. Staff members are strongly discouraged from developing an intimate relationship with any former student of theirs who has only recently graduated from CCHS. Staff members should recognize that their primary role with respect to the student is to educate them in the place of the parents (in loci parentis), and not to act as a friend or companion.
6. Staff members and students may not engage in any photography or videotaping of any other staff members or students without their or the student's parents' knowledge and consent. When students and staff members are in public areas of the school premises during regular school or working hours, such consent shall be deemed granted for photography and video by staff members or students engaged in authorized school related activities (e.g., such as yearbook, at public sporting events, on field trips, etc.) unless and until the staff member or student expressly requests not to be photographed or videoed, which shall generally be respected.
7. Any outside third parties (e.g., contractors, inspectors, delivery personnel, governmental employees, pastors, counselors, etc.) with permission to access the school premises must check in the office and shall be monitored or accompanied so that they are not left alone in a private, unmonitored space with a student.
8. Physical contact in any form must not give even the appearance of wrongdoing. The personal behavior of staff members must always foster trust, and such personal conduct must be above reproach. In general, staff members should minimize displays of physical affection toward students.
9. The following guidelines for locker rooms, bathrooms and changing areas are designed to maintain personal privacy as well as reduce the risk of inappropriate touch or talk.
  - i. Use of locker rooms and changing areas immediately before and following practices and competitions is limited to athletes, coaches, and authorized staff members. To ensure safety and security, coaches and expressly authorized staff members may monitor the outside and inside locker rooms, bathrooms and changing areas during use, with women checking on female-designated areas, and men checking on male-designated areas. Coaches and staff members of the opposite gender may only enter the locker room before and after a game, and at half time, only when all athletes are fully dressed, and under an approved procedure that is approved by the athletic director and clearly communicated to players and parents. Post-game comments should be brief, and coaches should leave the locker room and not return until athletes have vacated the locker room.
  - ii. Given the potential discomfort of having non-coaches and non-athletes in the locker rooms and changing areas, parents and other persons not expressly authorized above may not enter such areas, except in case of an emergency, medical condition, or such other urgent reason. If an athlete needs assistance with his or her uniform or gear, or an athlete's disability warrants special assistance, parents should let the coach, or an administrator know beforehand.
  - iii. Cell phones and other mobile devices with recording capabilities, including voice recording, still cameras, and video cameras increase the risk of other forms of misconduct in bathrooms, locker rooms and changing areas. As a result, there will be no use of cell phones or other mobile devices with recording capabilities in the locker rooms or changing areas for any reason.
10. Staff members are prohibited from engaging in any sexually explicit conversations, discussions, jokes, or innuendos with students. However, it is expected that from time-to-time staff may be called upon to address students regarding human sexuality and purity in the light of God's Word, which may take place in the classroom, chapel, or with an individual student within the guidelines in #1 above.

11. Staff members are not permitted to discuss any inappropriate or explicit information about their own personal relationships, dating, or sexual activities with any student. This provision includes the use of cellular phones, text messages, e-mails, instant messaging, or communications and online chat rooms, whether on or off school premises.
12. Staff members and students are prohibited from possessing any sexually explicit, suggestive, or graphic materials (e.g., magazines, cards, videos, films, etc.) on school premises or in the presence of students. Academic materials of a sexual nature used for classroom instruction must be approved by an administrator or the curriculum director in advance as part of the curriculum.
13. The following social networking guidelines are intended to safeguard students, staff, and the reputation of CCHS. Without the prior knowledge and consent of the student's parents or guardian, staff members are barred from: (1) 'friending' and/or accepting friend requests from a current, non-relative student; and (2) posting anything on a social site belonging to a current, non-relative student. Recognizing that there is no such thing as complete privacy on a social networking site, discretion and care must be used with anything posted online. Staff members may not post any pictures, videos or any personal information or data of any non-relative students on any social media site without the knowledge and consent of the student's parents or guardians. Coaches utilizing social media for team communications must have a parental consent form signed and on file for each player.
14. It is anticipated that certain CCHS activities may occasionally require overnight sleeping arrangements. Adult chaperone(s) shall be present on any trip which involves overnight sleeping arrangements. All overnight trips must be approved by an administrator following an application completed by the sponsoring staff member. The application must state the names of all staff members and volunteers that will be acting as chaperones. The specific number of chaperones required shall be determined by the staff member and administrator and based upon the grade level of the group, the itinerary of the trip, and the activities involved. Chaperones, working in pairs, shall make a room check after the assigned "in your own room time" to ensure that all assigned students are in the room, and monitor the area periodically through the night to ensure that all students remain in their designated sleeping areas. Only students of the same sex will be permitted to sleep in the same room and each room should include at least three students.

#### **E. Education and Training**

1. All staff members are required to participate in educational training regarding sexual misconduct towards children, including, without limitation, seminars, or videos. The training shall be conducted annually at the beginning of each school year.
  - i. The content of the training shall include the signs and symptoms of sexual misconduct, the legal and ethical requirements for reporting suspicions, allegations, and actual acts of sexual misconduct.
  - ii. The goals of training include:
    1. Be able to recognize and identify the physical, sexual, verbal, and emotional signs and symptoms of sexual harassment, sexual abuse, and neglect.
    2. Understand CCHS's practices that safeguard students and staff members against sexual misconduct and how to implement them.
    3. Understand the reporting obligations and requirements of this policy and the Child Protection Act.
2. The Education Committee and the full Board of Trustees shall review this policy during their regular meetings in July of each year. Board members shall be requested to participate in training to promote a better understanding of sexual misconduct.

3. All staff members and board members must sign and acknowledge that they have received, reviewed, understand, and will comply with the Sexual Misconduct Policy at the beginning of each school year.
4. Screenings and background checks, which will include fingerprinting and checks of the sex offender registry, shall be required for the hiring of all new staff members.
5. The administrator and facility manager shall conduct annual inspections of the building to ensure that all physical spaces are maintained and organized in a way that protects students from abuse.

### **SECTION 3: RESPONDING TO SEXUAL MISCONDUCT**

#### **F. Reporting and Investigation of Suspected, Alleged, or Actual Sexual Abuse**

1. Michigan is a “mandatory reporting” state. CCHS intends to comply with the requirements of the Child Protection Law and report suspected, alleged, and actual sexual abuse to the Children’s Protective Services (CPS). Any staff member who suspects child abuse or neglect, shall follow the Mandatory Reporter Resource Guide published by the Michigan Department of Health and Human Services and make a report by calling 855-444-3911.
2. A staff member who has knowledge of or has received a disclosure of suspected, alleged, or witnessed actual sexual abuse of a student shall report it to CPS. The staff member who has filed a report with CPS shall immediately inform the administrator and a member of the School Board.
3. Any student who believes he/she is a victim of sexual abuse may report alleged abuse to a trusted staff member who must report to CPS on behalf of the student. The trusted staff member shall inform the administrator and a school board member of the report made to CPS.
4. Any staff member who has knowledge of or a suspicion that a student is a victim of sexual abuse off school property (i.e., home, church, work, relatives, or friend’s homes, etc.), shall immediately report it to CPS and inform the administrator and a board member of the report made to CPS.
5. Any staff member who has knowledge of, suspicion of, or has witnessed sexual abuse of a staff member by a student or another staff member shall report immediately to law enforcement. The staff member filing the report shall also immediately inform the administrator and a school board member of the report made to law enforcement.
6. CCHS shall cooperate fully with CPS and law enforcement investigations.
7. The administrator shall collect any staff and student reports, CPS reports, and law enforcement reports of alleged abuse cases and make them available to the Education Committee. Information such as: dates of the abuse and disclosures, the person making the report to CPS or law enforcement, the nature of the alleged abuse, and the names of the perpetrator and the victim, will assist the administrator and Education Committee to determine appropriate steps to protect students and staff members.
8. Any student or staff member accused of sexual abuse and reported to CPS or law enforcement shall be immediately suspended from all student interaction and school related activities by the Education Committee. This suspension will continue during the investigation.
9. Any staff member found to be guilty of sexual abuse shall be terminated from employment at CCHS. Any student found guilty of sexual abuse shall be expelled.



## **G. Reporting and Investigation of Reported Sexual Harassment**

1. Any staff member or student who believes he or she may have been the victim of sexual harassment or has witnessed sexual harassment shall report it to any trusted staff member or the administrator, and a member of the School Board or to two school board members. If a staff member witnesses or receives a report of sexual harassment, he/she shall report it to the administrator and a member of the School Board or to two school board members.
2. The School Board shall immediately appoint an investigating committee from a pool of Education Committee members, any administrator, and staff to investigate and make inquiries into the matter as it deems necessary or appropriate. Such investigations and inquiries may include, without limitation, the following:
  - i. Personal interviews with the reporting party, the person who has suffered the alleged harassment, the individual against whom the complaint has been filed, and any others who may have knowledge of the alleged incidents or circumstances giving rise to the complaint.
  - ii. The person against whom the harassment complaint has been filed will be interviewed only if the safety of the alleged victim is considered and secured.
  - iii. A review of any relevant documents, notes, communications, or other written evidence, whether in paper or electronic form.
  - iv. Any past or prior complaints, disciplinary actions, or reports.
  - v. A review of the student files or staff employment files and records of any persons involved.
3. The investigating committee will attempt to determine expeditiously if the allegations can be resolved internally or if the allegations must be reported to law enforcement or CPS. When reported to law enforcement or CPS, the individual against whom the harassment complaint is filed shall be suspended to protect the safety of the victim. CCHS shall cooperate fully with the investigation of law enforcement or CPS.
4. The investigation will be completed as soon as is practical. A written summary report shall contain pertinent facts and a determination of whether the allegations have been factual and whether they violate any part of this policy.
5. The investigating committee shall report its findings and conclusions to the Education Committee. The investigation report shall be kept in a confidential file accessible by an administrator and the School Board.
6. Any staff member found to be guilty of sexual harassment shall be terminated from employment at CCHS. Any student found guilty of sexual harassment shall be disciplined up to and including expulsion.

## **H. Offers of Support and Assistance to victims of Sexual Misconduct**

1. Every effort shall be made to preserve and protect the victim from further harm or damage, and to minimize the risk to all non-perpetrating students.
2. CCHS shall offer to help parents with locating and arranging resources for the needs of student victims.
3. The administrator shall collaborate with the parents and victim student to accommodate and nurture the student's return to the classroom as needed, such as: alterations to class schedules, locker locations, and allowing the victim to withdraw from a class without penalty.

## **I. Reprisal**

1. The administrator and/or the Education Committee will discipline any student or staff member who retaliates against any student or staff member who reports in good faith

alleged harassment or abuse, who testifies, assists, or participates in an investigation, or who testifies, assists, or participates in a proceeding or hearing related to such harassment or abuse. Retaliation includes, but is not limited to, any form of intimidation or harassment. Such retaliation shall be deemed a violation of this policy and will subject the student or staff member engaged in retaliation to discipline up to or including expulsion or termination.

2. Anyone who has been determined to have intentionally filed a false report shall be subject to discipline up to or including expulsion (for students) or termination (for staff members).

#### K. LOCKERS AND BACKPACKS

Hallway and locker room lockers are property of Covenant Christian High School. Students using these lockers should expect that authorized school personnel can search these school owned storage areas at any time. No backpacks are allowed in the classrooms or on the hallway floors.

1. Students should exercise caution when leaving valuables in their lockers.
2. If a student wishes to keep his/her hallway or locker room locker locked, he/she must use a school issued lock. Other locks will be removed.
3. Students are responsible for keeping their lockers clean. Only appropriate posters and pictures may be displayed in the lockers. Pictures are limited to family and friends of the student. Items may not be attached with tape or paste.

#### L. PROPERTY AND UNLAWFUL ENTRY

The costs of vandalism and destruction of property are shared by all members of the Society. Parents are financially liable for any damage to school property, furniture, or the personal property of other students and teachers. At 10:00 p.m. the school and premises are considered closed to students unless there is a school sponsored activity.

1. Any student found unlawfully entering the building will be fined a minimum of \$250 and suspended indefinitely with further penalties including work requirements or expulsion to be determined by the Education Committee.
2. Anyone determined to be on the school roof, whether during or after school hours, will be fined \$100 and suspended for one day with the time to be made up in two consecutive Saturday School sessions.

#### M. CHEATING

Cheating is viewed as a violation of the 8<sup>th</sup> commandment, "Thou shalt not steal." Cheating includes using other students' work or answers on assignments or tests, or any other means that does not clearly reflect the actual knowledge, abilities, or work of the student. The possession of "cheat sheets" whether actually used or not, is interpreted as cheating. Plagiarism, which is the use of another's words or ideas as your own without giving credit to the source, is considered cheating. Students must be careful to properly reference all written or electronic resources that are used. The teacher will determine the academic consequences for any cheating and will contact the parents. Any second offense will be dealt with severely and may include loss of credit for the course and suspension.

#### N. MISCONDUCT OUTSIDE OF SCHOOL

The purpose of this policy is to provide a framework for dealing with students who behavior outside of school is either in blatant contradiction of the standards of a Christian life or is deemed to have an adverse impact on others in the school. Examples include things such as: Sexual misconduct, substance abuse, abortion, theft, damage to property of the school or school personnel, repeated harassment, or hosting parties where substances are abused.

In such cases the Education Committee, in consultation with the parents of the student and the administrator, will determine an appropriate course of action which may include restitution, probation, suspension, or expulsion. In these situations, it is important for the Education Committee, parents, and school personnel to pray and work together to lift up our children in time of great need and call them to task when they stray from God's will in their lives.

#### O. CHAPEL

Chapel is a time that is set aside weekly for the faculty and students to come together for singing, prayer, and activities that apply God's Word to our lives. Students must sit in their assigned sections and their behavior should be reverent and attentive. Students should bring a Psalter and a KJV Bible with them to chapel.

#### P. LIBRARY

The library is open for use to students, teachers, parents, and friends of the school. The library will be open during school hours and before or after school if arrangements can be made with the librarian.

1. No books may be taken from the library without being checked out by the librarian or the assistant.
2. Books used in the library should be left on the tables to be re-shelved by the librarian. Books checked out should be returned to the Book Return Box in the library.
3. All books not on the reserve list are loaned for a period of three weeks. Books on the reserve list are loaned for the time specified by the teacher who placed them on reserve.
4. The fine on overdue three-week books is \$.10 per school day. The fine on reserve books is \$.50 per day.
5. No food or drink is allowed in the library at any time.
6. All students will be able to access the Internet using the library computers. Proper and appropriate use of this resource is expected of all students. Parents who so desire may deny access to the Internet by completing an Opt-out Form available from the librarian.

#### Q. COMPUTER USE

Use of CCHS computers by students should be considered a privilege. Failure to use them appropriately may result in a loss of this privilege.

1. Keep food, drink, and candy out of the computer lab.
2. The computers may only be used for legitimate schoolwork.
3. Abuse of Computer Room Pass will result in the loss of computer privileges.
4. Network folders are available for personal storage. All other files will be deleted.
5. Logging on to a computer as someone else and/or connecting to (or attempting to connect to) a Network Folder other than your own is not allowed and will be dealt with severely.

- R. INTERNET USE - All students will be able to access the Internet using school computers. Parents who do not want their child to use the Internet may deny them access to the Internet by completing an Opt-Out Form available from the librarian. Following is the Acceptable Use Policy for all students:

#### **Acceptable Use Policy**

The purpose of this policy is to outline the rules for using the Internet at Covenant Christian High School. Because of the unregulated nature of material found on the Internet, the rules of use must be clearly understood by parents and students.

Access to the Internet is a privilege and conduct on the Internet is to reflect our Christian principles and beliefs. It is the student's responsibility to access Internet sites that are directly related to his/her academic studies. Covenant Christian High School's

faculty and staff will make every effort to monitor, educate and guide students in the proper use of the Internet in their academic studies, but ultimately it is their responsibility to use the Internet wisely.

### **Appropriate Use**

1. Using the Internet for class-related research.
2. Accessing other libraries on-line.

### **Inappropriate Use**

1. Using the Internet without a librarian or faculty member present.
2. Accessing inappropriate and offensive sites.
3. Using E-mail accounts unrelated to school course work.
4. Participating in blogs or chat groups unless it is approved by the teacher.
5. Using the Internet in any way that violates copyright laws.

### **Disciplinary Actions**

1. Administrator-Student conference.
2. Loss of Internet access.
3. Financial restitution for any damages.
4. Suspension or other disciplinary action determined to be appropriate.

## **S. LUNCH AND BREAK TIME**

1. These non-class times are an opportunity to relax and socialize as well as to eat. Students may eat lunch in an open classroom or in the halls.
2. Students may not take food and drink into the gym, Library, computer room, or locker rooms. All papers and trash from lunch must be disposed of properly.
3. Vending machines for beverages or snacks may be used only during break time and lunch.

## **T. INSURANCE**

The school has purchased a blanket accident insurance policy from Brotherhood Mutual Insurance Co. to provide coverage for all our students to and from school and during all school sponsored activities. Please check with the office for more information and claim forms.

## **U. TEXTBOOK POLICY**

The Covenant Christian High School Bookstore is the sole distributor of textbooks used in the school. All textbooks will be supplied to students for an annual rental fee of \$100 per student per year. Students are responsible for caring for the books and return them in a condition appropriate for the time of use. Students and parents will be responsible for the cost of books that are lost or damaged. This determination will be made by those in charge of the book system and charges sent to parents.

## **V. CANCELLATION OF SCHOOL**

In the event of bad weather or other emergency, the Administrator may have to cancel school. Notice will be sent out via the FACTS (formerly RenWeb) email system to all parents and announced on various local radio and television stations. Since many of our students drive considerable distance and from many different areas, parents are always free to use their discretion if they feel that their students cannot safely be on the road. In such cases parents should call immediately to inform the school.

## W. TORNADO POLICY

1. If a TORNADO WATCH is issued by the National Weather Service prior to the start of school in the morning or prior to the start of an after-school activity, classes or the activity will be canceled.
2. If a WATCH is declared while classes or an activity is in progress, classes or the activity will continue with the following precautions being taken:
  - a. School officials will monitor the NOAA Weather radio for further information.
  - b. Teachers or school personnel involved in activities will be notified.
  - c. If the WATCH remains in effect until after dismissal time or the end of the activity, the students will be released at the discretion of the Administrator.
3. If a TORNADO WARNING is issued students will proceed to safe areas in the school in accordance with the school plan and follow emergency procedures and instructions of school officials.
  - a. Students will not be dismissed from school until the WARNING is lifted by the National Weather Service
  - b. Do not attempt to call school during an emergency.

## X. CELL PHONE POLICY

Cell phones or other personal communication devices may not be seen, heard, or used without permission at school during school hours (8:10 a.m.- 2:46 p.m.) If we see or hear a cell phone in school during school hours, the phone will be taken by the teacher and brought to the office. The consequence for the student will be a detention that will be served on the same day that the phone was used. On the first offense, the phone will be returned at the end of the detention. With the second offense and following offenses, the phone will only be returned to a parent.

# CURRICULAR POLICIES

## A. Courses of Study and Credit for Courses

Two courses of study are offered: College Preparatory and General.

One (1) semester of credit is awarded for each course successfully completed during the semester.

1. College Preparatory Students must earn 44 semester credits (9-12).  
(35 required credits and 9 elective credits)
  - a. Eight (8) semesters of English (including 1 semester of English Literature for Seniors)
  - b. Eight (8) semesters in one of the following areas of study: Science, Mathematics, or History
  - c. Four (4) semesters of one Foreign Language
  - d. Six (6) semesters of Science (including Biology A or B)
  - e. Six (6) semesters of Social Studies including:  
Two (2) World History, Two (2) U.S. History  
One (1) Government, One (1) Economics
  - f. Two (2) semesters of Health/Physical Education
  - g. Two (2) semesters of Geometry and two (2) semesters of Algebra II.
  - h. Six (6) semesters of Religion including:  
One (1) New Testament Survey, One (1) Worldviews  
Four (4) Church History (Oct. 2022)
  - i. Two (2) semesters of Fine Arts (Choir, Band, Orchestra, Art, or Mechanical Drawing)  
(Oct. 2022)

2. General Students must earn 44 semester credits (9-12)  
(27 required credits and 17 elective credits)
  - a. Eight (8) semesters of English (including 1 semester of English Literature for Seniors)
  - b. Four (4) semesters of History including:  
Two (2) World History, and two (2) U.S. History.  
(This is in addition to Church History)
  - c. Four (4) semesters of Mathematics
  - d. Four (4) semesters of Science (including Biology A or B).
  - e. Two (2) semester of Health and Physical Education (Oct. 2022)
  - f. One (1) semester of Government
  - g. One (1) semester of Economics
  - h. Two (2) semesters of Fine Arts (Choir, Band, Orchestra, Art, Mechanical Drawing)  
(Oct. 2022)
  - i. Six (6) semesters of Religion including:  
One (1) New Testament Survey  
Four (4) Church History, One (1) Worldviews (Oct. 2022)

**B. Requirements for Graduation**

1. Each student shall be enrolled in at least six courses per semester.  
This may include choir, band, and Orchestra in grades 9-12. (Oct. 2022)
2. All students must earn 44 credits. Special consideration will be given to students who cannot acquire 44 credits.
3. A maximum of 14 credits will be accepted for 9th grade work. One credit will be given for each semester of the following courses properly completed: Bible, English, History, Mathematics, Science, Physical Education (pass/fail) and Fine Arts or Keyboard Skills.
4. Students attending the Career/Tech Centers of Ottawa and Kent School Districts must take a minimum of three courses at Covenant. Career/Tech Courses will be equivalent to 3 credits per semester.
5. In addition to the six courses required each semester students may earn one-third (1/3) or one-half (1/2) credit per semester for service-type activities. These include the following: Library Assistant, P.E. Assistant, Lab Assistant, Teacher Assistant, and Student Tutors. *A grade of P (Pass) or F (Fail) will be given for these services therefore not affecting the Grade Point Average (GPA).* (Aug. 2023)
6. Transfer credits are accepted from other institutions. A student who takes outside credit hours must obtain prior approval from the principal if he or she expects to transfer credit to Covenant.
7. A student who transfers to Covenant from another school must earn at least 12 credits at Covenant in order to be eligible for a diploma from Covenant.
8. The senior year must be completed in residence.

**C. King James Version of the Bible, The Official Version of the School.**

Because the Board believes the King James Version (Authorized Version) of the Bible is the best available English translation, the King James Version shall be used as the Bible for all the official work in the school. (April 1993)

**D. Drop and Add Policy**

Courses may be dropped only during the first seven weeks of school. Classes dropped after the seventh week will be recorded as failures. All drop forms must be signed by a parent, teacher, and principal. A course dropped during the first two weeks may be replaced by another course if one is available.

**E. Incompletes**

A student who receives an "Incomplete" on his report card must take the necessary steps to have that incomplete removed within two weeks of the issuance of the card. If work is still unfinished after that period, the "Incomplete" will become an "E".

**F. Grade Point Average**

G.P.A. will be calculated based on grades received in all subjects, including those of the ninth grade.

**Note:** Senior Honors will be determined based on the G.P.A. achieved (includes GPA from 9th grade through the first marking period of the second semester of 12th grade) and the number of credit hours completed.

These honors will be limited to college prep students and to those students who have been registered for all their course work at Covenant Christian High during the 11th and 12th grades.

**G. Honor Roll**

Membership on the honor roll each marking period is limited to those students whose G.P.A. for that period is 3.3 (B+) or higher.

**H. Scholastic Eligibility Rules for Co-Curricular Activities**

1. Co-curricular activities include participation in athletics, student council, or student government.
2. Students must earn a passing nine-week grade in each of their classes. They must also maintain a C average (2.0 GPA) in all classes.
3. Student grades will be monitored at the mid-term point using the Gradebook Progress Report. Students who do not meet the eligibility requirements at that point will be given a warning and a two-week probationary period. During this probationary period, the athlete will be allowed to practice and compete in events. Failure to improve grades during the two weeks will result in a one-week suspension from the activity. This suspension will continue week by week until performance improves or to the end of the term. (Oct. 2022)
4. A failing grade in any class and/or an average below C for a nine-week marking period will result in a three-week suspension.
5. After three weeks if the grades are back to the standard (2.0 GPA) and no E's, the student may be reinstated upon the teachers' assent.
6. If grades are not up to standard by the end of the three-week period, the student may be reinstated only if he/she meets standards at the end of the nine-week period.
7. Continued ineligibility at the end of the nine-week marking period will result in suspension from participation in that activity for the remainder of the school year.
8. Athletes (including 10th graders) in the fall sports must meet eligibility requirements during the final nine-weeks of the previous school year to be eligible at the beginning of the season for the fall sports. (The beginning of the fall season coincides with the first game of the season.)

**I. Student Council**

Student Council members and Student Government Representatives must adhere to the same standards of conduct expected of our student athletes and written in our athletic policies. As representatives of our student body, the choices, and actions that they make must reflect on the ability to lead at the Christian school in a positive way. Student Council members who violate these rules will be removed from the Student Council for the remainder of the year. In addition, Student Council members who find themselves at places where drugs and/or alcohol are present and do not leave upon finding out what is going on will be dealt with as if they were participating.

**J. Exams**

1. Students will take semester exams in each course in which they are enrolled.
2. In the judgment of the faculty and with the approval of the principal students may be excused from taking a semester exam.
3. At the end of the second semester, senior students may be excused from a final exam in any course where they have maintained a grade of B+ or better.
4. Seniors whose averages are below a C- in any course must take all their exams.

**K. Student Assistants**

Certain courses are offered on a request basis as credit courses. *These courses are Library Assistant, P.E. Assistant, Lab Assistant, Teacher Assistant, and Student Tutors. Students receive either a P (Pass) or F (Fail) final grade per semester which does not affect their GPA calculation. They receive either a one-third (1/3) or one-half (1/2) credit per semester depending on the course. (Aug.2023)*

**L. Cooperative Education**

1. A student must apply for a co-op position no later than April 15 of his junior year.
2. Students in the 12th grade are permitted to apply for Cooperative Education.
3. Granting of school credit for on-the-job occupational training for seniors is contingent upon satisfactory performance by the student-trainee, both in school and on the job.
4. A student must be enrolled in at least four classes and be in school five class periods per day.
5. The student will receive one (1) credit per semester for completed co-op training.
6. A student must work an average of 15 hours per week at his co-op job to receive credit.
7. *Students receive either a P (Pass) or F (Fail) final grade per semester which does not affect their GPA calculation. (Aug. 2023)*
8. Class time and work time may not total more than 48 hours.
9. Students must submit to the coordinator a monthly time report on or before the established dates.
10. No co-op student may hold a job in addition to his co-op job, except by permission of the coordinator.
11. In the event of an unemployment layoff, the student must inform the coordinator immediately.
12. In cases of emergency, such as illness, a student must notify the employer as soon as possible, advising him of this circumstance.
13. Unless there are extenuating circumstances approved by the coordinator, a student who is absent from school is not permitted to work at the co-op job on the day of that absence.

**M. Career/Tech Center Classes in Ottawa (CTC) and Kent (KCTC)**

Students taking classes at a Career/Tech Center will receive three (3) credits per semester for the class and must be enrolled in at least three classes per semester at Covenant. *The student's semester 1 and semester 2 grades will transfer to their Covenant transcript and are included in the GPA calculation. (August 2023)*



## ATHLETIC POLICIES

### A. Academic Eligibility Rules for Athletes

1. Athletes must earn a passing nine-week grade in each of their classes. They must also maintain a C average (2.0 GPA) in all classes.
2. A failing grade in any class and/or an average below C (2.0 GPA) for the nine-week marking period will result in a three-week suspension from participation in the practices or in any of the games.
3. After three weeks if the grades are back to the standard (2.0 GPA) and no E's, the student may be reinstated upon the teachers' assent.
4. If grades are not up to standard by the end of the three-week period, the athlete may be reinstated only if he/she meets standards at the end of the nine-week period.
5. Continued ineligibility at the end of the nine-week marking period will result in suspension from participation in that sport for the remainder of the season.
6. A second offense will also result in total dismissal from the sport.
7. Athletes (including 10th graders) in the fall sports must meet eligibility requirements during the final nine-weeks of the previous school year to be eligible at the beginning of the season for the fall sports. (The beginning of the fall season coincides with the first game of the season.)
8. Michigan High School Athletic Association eligibility rules require that an athlete must have received a minimum of 20 hours of credit in the semester prior to his participation in any given sport. This means that he must pass at least four classes.

### B. Eligibility Rules Respecting Conduct and Substance Use

1. Vulgar Language and Profanity  
Use of vulgar language or profanity in practice or a game will not be tolerated.  
Discipline:
  - a. A violation of this rule will result in immediate dismissal from the practice or a game.
  - b. Additional suspensions may follow if this rule is violated during a game or match and the violation is brought to the attention of the coach by game officials.
2. Possession and/or use of tobacco products, e-cigarette products, alcohol, and illegal drugs  
Possession and/or use of tobacco products, e-cigarette products, alcohol, and other illegal drugs is strictly forbidden for our athletes. Athletes should be full-time abstainers. This includes the summer months and any time during the school year.  
Discipline:
  - a. A violation of this rule will result in immediate and automatic suspension from athletic participation. The athlete may forfeit his/her right to an athletic award and further participation in athletics.
  - b. Discipline for the first violation of the rule will be as follows:
    - (1) Violations of rules concerning tobacco & e-cigarette products.  
First offense – Athlete will not be allowed to participate in 1/3 (33%) of games/dates that are scheduled. If the full suspension is not served during the current season, the remaining percentage would be served during the student's next sport season in which the athlete participates. All fractions round up to the higher full game.
    - (2) Violations of the rules concerning alcohol and substance abuse.  
First offense - Student will not be allowed to participate in 50% of games/dates that are scheduled. If the full suspension is not served during the current season, the remaining percentage would be served during the student's next sport season in which the athlete participates. All fractions round up to the higher full game.

(Example - If an athlete misses 25% of the soccer games, they would also lose 25% of the games in their next sport.)

a. To be eligible to participate in MHSAA post season play, the athlete **MUST** be eligible to participate in the last scheduled contest of the regular season. MHSAA tournament games do **NOT** count toward the game/date suspension.

b. Participation During Suspension

1. Suspended athletes are **NOT** allowed to participate in games or scrimmages.
2. Suspended athletes are allowed to participate in practices during the suspension, at the coach's discretion. If a player does not attend practices, games missed will not be counted towards their suspension.
3. Suspended athletes are expected to attend all games and sit on the team bench. They are not allowed to dress in uniform, warm-ups, or other team apparel.

c. In order to return to competition, the athlete must write a letter/essay of reconciliation. The coach and athletic director will set and establish guidelines for the letter/essay.

Note: The essay must be submitted to the coach within 30 days of the suspension. If the resulting suspension is less than 30 days, the suspended athlete cannot return to competition until the essay is completed.

- (3) 2nd offense - The athlete is suspended for one calendar year from the date of the offense.
- (4) 3rd offense - After the third offense, the student forfeits the privilege to participate in athletics at Covenant Christian High School.

3. Insubordination and Disrespect

Insubordination and disrespect cannot be tolerated by our coaches.

Discipline:

- a. Students who display a disrespectful attitude can expect suspension from athletic participation and will be dealt with as decisively as they would for any of the preceding offenses.

### **C. Responsibility of Athletes**

1. First and foremost, athletes must always remember that they carry the name Christian. It is the duty and responsibility of all Christian athletes to let their light shine and show by their behavior that they are children of God.
2. Athletes have a responsibility to the team. A team must work together, help one another, and depend on one another. When a player is suspended, he has let down the rest of the team.
3. Athletes have a responsibility to the coaches. Coaches spend much time planning and working with the team and with individual members of the team. If a player is suspended, he/she has let down the coach, and much work and planning is lost.
4. Athletes are responsible to fellow students. They represent the student body both on and off the playing field. They should be a credit to them at all times.
5. Athletes represent Covenant Christian High School. The members of the school board, the faculty, the parents and all other supporters of CCHS ought not be embarrassed by the behavior of the athletes.

### **D. Attitude and Behavior of Athletes**

1. Athletes should conduct themselves in an exemplary manner. Athletes must keep in mind that both on and off the playing field they stand in the public eye as representatives of Covenant Christian High School.

2. A sportsmanlike attitude must be shown by athletes before, during, and after the game. Victories and losses should be taken graciously.
3. If another game is in progress the inactive team should watch and encourage those who are participating.
4. Team members should be neatly dressed at the games. If a pre-game uniform is issued, it should be worn at all games and kept in good condition. If no uniform is required, players are expected to wear dress clothes. Failure to dress properly will result in suspension from that game.
5. On the playing field all team members should make a special effort to conduct themselves in a sportsmanlike manner. Respect must be shown toward the coach, toward game officials, toward opposing team members and coaches, and toward spectators.
6. Players are expected to give their best performance in the game. Despite those best efforts, mistakes are inevitable. Response to such mistakes must never take the form of visible disgust with oneself, with team members, or with the officials. Players should be a source of encouragement to each other. Those who are unable to exercise this kind of self-control will find themselves benched immediately.

**E. Attendance by Athletes at Games and Practices**

1. An athlete must be in attendance at least one-half of the school day of athletic participation except when the athlete is legitimately excused from classes and when a full day of attendance is not required of an athlete.
2. Because it is very important in team sports that all members of the team work together, athletes must attend all practices.
3. Some absences from games or practices are unavoidable. When an athlete is not able to attend a practice or game, he/she must inform the coach in advance and state the reason for this anticipated absence.
4. Unexcused absences may result in suspensions.

**F. Rules for Spectator Attendance at Athletic Events**

1. Students must enter and leave the building only through the designated entrance.
2. High School and Junior High students will not be permitted to re-enter the school building after having left. Students are required to leave the premises and not return when they leave the building while the games are in progress.
3. Full price will be charged for admission until the start of the second half of the varsity game.
4. All booing (against referees, the opposing team) is strictly forbidden.
5. Confetti must not be brought into the gymnasium.
6. No radios may be taken into the school.

**G. Team Bus**

Whenever a team bus is used, all players, managers, cheerleaders, and coaches are expected to be on board. Spectators will not ride the team bus. Everyone on the bus is required to sit according to the instructions of the coaches. Radios and tape players are forbidden. By special permission a student may ride with his/her parents.

