

**PARENT
GUIDE
TO
COVENANT CHRISTIAN
HIGH SCHOOL
2024-2025**



Revised: Jan. 15, 2025

Dear Parents,

The document that follows is an attempt to provide information on the many and varied topics that you or your children may come across while attending Covenant Christian High School. This booklet is designed to enlighten you about things that are relevant to you as a parent. A commitment to good communication is the key to promoting unity within the school setting. As parents, the more you know about the various aspects of the work of the school, the more you will be able to understand and appreciate everything that your child may be involved in. This booklet is not designed for you to read from start to finish. It is designed to be more like an encyclopedia (do you remember those pre-Google paper search engines?) The index will guide you to information and answer questions regarding events, opportunities, policies, and procedures that we have at Covenant. If you do not find what you are looking for, please call (616-453-5048) or email the office (office@covenantchristianhs.org) or me directly (rnoorman@covenantchristianhs.org) and we will be glad to assist you.

It is always important to keep the mission of the school in the forefront of our minds as we consider the work that we are doing for our students. The mission of Covenant Christian High School comes to expression in the following basic objectives:

1. It shall strive to prepare students to fulfill their basic purpose and reason for living; namely, to glorify God. In our personal relationship to God, we teach that all of life begins and ends in God. He has a claim on our life. Having lost the image of God, believers are recreated in God's image. As image-bearers we must reflect that image in every aspect of life. This image is best reflected as we show love for God above all and submit ourselves to glorifying His Name in our daily tasks.
2. It shall teach students that the Holy Bible is inerrant and alive and therefore is the standard for doctrine and life. It shall teach that the Scripture is central for the Christian life and education because God who is the author of Scripture is the source of knowledge, wisdom, and truth.
3. It shall teach that prayer is the chief part of the thankfulness that God requires of us and that God gives His grace and Holy Spirit only to those who pray continually for such gifts of God.
4. So that this school may be a living testimony in this community, the teachers and students must show that the Kingdom of God comes first. The teachers and students shall demonstrate by their words and deeds that the Lord Jesus Christ has a claim on their lives. In the way of putting the welfare of others ahead of self, the students, who are directed by the godly instruction and discipline of teachers, should show that they love God above all and their neighbors as themselves. Students and teachers should actively seek out and help those in need because what is done for others is the same as doing it for God Himself.

(Taken from Board Document passed 7-24-1992)

It is our prayer that God will bless the work that we do together to raise our covenant children in the fear of His Name.

Rick Noorman, Principal

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School Governance

Society for Protestant Reformed Secondary Education

The Society is the governing body of the school. The Constitution calls for an annual meeting of this body to be held to conduct the business of the school. At the annual meeting, the budget for the coming year is approved and three new Board members are elected to 3-year terms. Other Society business may also be conducted at this meeting or at any special meeting that is called. Membership may be granted, according to the constitutional requirements, at any meeting of the Society.

School Board

The School Board consists of nine members of the school Society that are elected by Society members to 3-year terms at the Annual Society Meeting. The School Board members are elected from nominees presented to the Society by the School Board. Two nominees are presented from each area of representation. These areas are designated as Adams/Eastside, Hope, and Heritage. The School Board makes all decisions on behalf of the Society regarding the operations of the school.

The Administrator

“The Board of Trustees shall employ an Administrator who shall be the chief administrative officer and subject to the direction of the Board of Trustees. The duties of the Administrator shall include the following: working with the Board and committees of the Board; advising and carrying out decisions regarding teachers and other faculty; advising the Board regarding the courses of study and textbooks to be used; and to assist in preparing the annual budget of the Society for consideration by the Board. He shall supervise the employees of the Board and shall carry into effect the educational policies of the Board, and generally perform such duties as shall be incident to the position of Administrator and such other duties as the Board shall assign him from time to time.” (From Constitution and By-laws)

School Board Committees

- a. **Building**—The Building Committee is responsible for providing the facilities and equipment necessary to do the work of the school. This includes new construction, when needed, maintenance of the interior and exterior of the school as well as the athletic fields and parking lots. Each year they determine the budget amount that is necessary to provide for these facilities. They are also responsible for hiring and evaluating personnel to do janitorial work, inside and outside maintenance, grounds maintenance and snowplowing.

- b. **Education**—The Education Committee oversees all educational aspects of the school including the Administrator, teachers, staff, and coaches. This committee is responsible for all curriculum, textbooks, and materials used in the school. They make recommendations to the Board regarding teacher salaries and benefits. They also consider matters of discipline that cannot be resolved at the staff level or are of such a nature that they affect the school as a whole.
- c. **Enrollment**—All students who attend Covenant Christian High School must be formally enrolled by their parents or legal guardians. All parents who have not ever had a child enrolled at CCHS must attend an interview with members of the Enrollment Committee. The Enrollment Committee makes recommendations regarding all new families to the full School Board for their approval. Enrollment materials are sent via email to parents of all prospective students and the formal enrollment date is in early July. Enrollment materials may be requested through the school office at any time.
- d. **Finance**—The Finance Committee is responsible for preparing a budget each year for Society approval. They also have the responsibility to raise the necessary funds to operate the school. This is done through the collection of tuition and the gifts received through the annual Support Drive and collections taken in our supporting churches. They also have oversight of all financial operations of the school.
- e. **Long Range Planning**—This committee looks toward the future needs of the school, particularly in the area of land acquisition and building planning.
- f. **Publicity**—This committee is charged with publishing the Board newsletter, The Courier. This newsletter is published 2-3 times per year.

Opportunities for Parents to Attend Events

Freshman Orientation

Before school begins each fall, we conduct Freshman Orientation. Typically, we hold this event on the Monday prior to the first week of school. The purpose of this event is to increase the comfort level of new students and their parents by giving them as much information as we can about Covenant Christian High School. This Orientation consists of two parts. The first part is held in the afternoon and is for students only. During this time there are three main goals. First, we want the students to get acquainted with each other. We do this by providing mixer games and activities. Second, we want to make them familiar with the building layout and the way things are done. Third, we want them to have everything ready to go for the first day of school. They will learn how to log on to the computer network and save files. They will learn about the FACTS system. They will learn about the counseling process. They will receive instruction on how to be successful in the classroom. The evening session involves the parents as well as the students. During this time, we cover the rules and operating procedures that we expect parents and students to follow. We go over the Parent/Student Handbook and talk about some practical applications of the rules.

Band/Choir/Orchestra Concerts

We typically try to have two public performances for the Band, the Choirs, and the Orchestra each semester. The Christmas Concert generally involves both Band and Choir. These concerts are held in various venues around the area or in the school gym. Student members of these organizations are expected to take part in the programs and have the required uniform or dress during the concert. Students who cannot attend a concert for any reason must inform the teacher. Absence from a program may affect their grade for the class.

Chapel

Chapel is a regular part of our weekly schedule. The activity of Chapel is focused on worship. This can take place by having teachers, ministers, or other guest speakers come to address various topics that are important to the spiritual growth of our youth and our work in school. We will also have Chapel programs that will be led by student groups. This could involve the Band, Choirs, Student Council or other classes leading the Chapel. Generally, Chapel is held every Wednesday from 11:25 a.m. to 12:00 in the Gymnasium. On the day of chapel, we will shorten each class period by 5 minutes to allow us to have a 35-minute chapel time.

Financial Aid Meeting

The Counseling Department makes plans each year to host a meeting for parents regarding the process of receiving financial aid for college. This meeting usually

takes place in September so that it can be helpful for parents of students who will be submitting the FAFSA (Free Application for Federal Student Aid.) The FAFSA can be submitted after October 1. This meeting is most helpful for the parents of seniors, especially those who have first time college applicants. However, since the FAFSA filing period has been moved to the fall, the meeting will also be helpful for parents of junior students who then have time to do more financial planning if they desire.

Parent/Teacher Conferences

Parent/Teacher Conferences are held 2 times each year. We will schedule 2 afternoons and 2 evenings in the fall and in the spring. Parents will be given an opportunity to sign up for a session with the teachers of their choice and then the office will schedule the times for those conferences. These signups are conducted through an online form and parents may request up to 4 teachers per student. We are not always able to fulfill every request due to the limited number of time slots. If we cannot meet a parent's request, the teacher will be notified and asked to contact the parent.

Senior Honors Convocation

Each year, generally in the last week of the school year, we hold a Senior Honors Convocation. A convocation is defined as a coming together of people for a specific purpose. Our purpose on this night is to recognize the academic accomplishments of our graduating seniors. During this event, we present scholarships granted by colleges and other organizations. We also present awards from our various academic departments to seniors who have excelled in certain areas. We try to inform parents ahead of time if their child will be receiving an award that evening. This is an informal event; however, we ask that the students adhere to the school dress code for this evening.

Graduation

Graduation is traditionally held on Friday at the end of the exam week. All graduates must attend the graduation rehearsal that is held in the morning at the location of the graduation ceremony. All graduates must purchase or obtain a graduation gown and a cap with a tassel. Arrangements for parents to purchase these items are made by the school during the second semester. It is acceptable to use a cap and gown from a sibling or other graduate of the school. The speaker for graduation is chosen by the faculty and approved by the Education Committee per the policies of the Board. Students are expected to dress appropriately and follow the guidelines provided by the Administrator.

Athletic Events

We encourage our students to attend athletic events. We believe that these events are a good environment for our young people. We expect our students to meet standards of respectable dress and good behavior at both home and away games. Students are taught and encouraged to show good sportsmanship and keep all cheering and comments positive. Both home and away events are considered school activities, and all school rules apply. At home basketball games, students are not allowed to leave the game and re-enter at a later time in that evening. Once a student leaves, they must leave the school grounds and not return.

Opportunities for Parents to Serve

Membership in the School Society

It is important that all those who are eligible seek the opportunity to serve by becoming a member of the Society for Protestant Reformed Secondary Education. This is the organization that formally owns and operates the school. They do this by electing a Board of Trustees to make the essential decisions regarding the operation of the school, by approving the annual budget, and by considering special proposals brought by the Board. Membership can be requested at any meeting of the Society. Eligibility requirements and the membership documents can be obtained from the school office or the Board Secretary.

School Board

Covenant Christian High School is instituted and governed by the Society for Protestant Reformed Secondary Education. The operations of the school are maintained by the Board of Trustees, a group made up of 9 men elected by the Society. Each Board member serves a 3-year term, and three members retire each year. One Board member is selected each year to represent the Hope area, one for the Heritage area, and one for the Adams/Eastside area. The School Board nominates men who are elected by the Society members at the annual meeting which is generally held in March. (See School Governance for more information)

Athletic Boosters

The Covenant Christian Athletic Boosters is a volunteer organization of parents and friends dedicated to supporting the school's athletic program both financially and with their service. Opportunities exist for helping at various home contests by taking admission, helping with activities, or working in concessions. There are also opportunities at times to assist with preparation, maintenance, or construction of athletic facilities. Meetings of the group are held occasionally to present needs or to organize activities. Sign-ups to work at events is done by the Athletic Director through a web-based sign-up system. For more information on this, please contact the Athletic Director.

Class Fundraising Volunteer

At certain times during the four years of high school, classes will host fund raising events. Parents are often called upon to help with these events if they are able. An example of this would be the Fall Festival, an event sponsored by the Senior Class to raise funds for their class trip. A committee of parents is often put together to help plan and work on this event. At times, parent volunteers are also sought to help with the Junior/Senior Banquet in the Spring.

Craft Show

CCHS is host to a Craft Show on the last Saturday of October. Parents are needed to assist with various aspects of this event. This includes managing the Baked Goods sale, working in the Lunchroom, taking admission or performing other organizational duties. Parents and students are given an opportunity to sign up for this event by means of an online sign-up tool. Information on this is generally communicated in the fall. Profits from the Craft Show benefit the school band and the Athletic Boosters.

Field Trip or Class Trip Chaperone

There are times when classes take trips that will need to have adult chaperones. Volunteers for these trips will be sought from among the parents of the students involved.

Volunteers

There are times that we could use parent volunteers for various tasks. If that need arises, we will generally send out a notice or request via the FACTS email system.

Policies

(What follows is a summary and explanation of a few policies from our *Parent/Student Handbook* that are often questioned or misunderstood. This handbook should be consulted for more specific information.)

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. The absence of students from regular classroom learning experiences disrupts 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 keep the number of absences to the absolute minimum necessary.

Discipline

It is important that parents are aware of the rules that students are expected to follow and the consequences if there are violations. It is our desire to have a school that operates in an orderly manner. For this to happen, there needs to be a good knowledge of the stated expectations and support for any disciplinary action that results from violation of the rules. Parents are expected to have read and have available a copy of the Parent/Student Handbook that covers these items. Our Assistant Principal will handle most discipline issues within the school.

Eligibility for Extra-Curricular Activities

There are various reasons for establishing eligibility rules for our student athletes. The Michigan High School Athletic Association has set standards that must be met by anyone who participates in interscholastic athletics. These standards can be found within our own policies.

Covenant Christian High School has its own standards and rules in the areas of academics and behavior. Academically, we want to ensure that students do not neglect the time necessary to properly do their schoolwork. Performance in the classroom takes priority over performance on the court or field of play. Since the student athletes publicly represent our school, we also want to maintain proper standards of behavior. Those who participate willingly place themselves under the rules of the athletic program. The basic principles found in our Athletic Policies are these:

--First and foremost, athletes must remember at all times, 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.

--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.

--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.

--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.
--Athletes represent Covenant Christian High School. The members of the Board, the faculty, the parents, and all other supporters of CCHS ought not be embarrassed by the behavior of the athletes.

Technology Use and Expectations

The purpose of our technology policy is to outline the rules for the use of school computers and access to the CCHS computer network and the Internet. 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 student's 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. Computers and other technological devices purchased for use in school are being updated on a rotating basis. It is our hope that all devices will be used by students to assist them with the work that they must do.

The school does take proactive measures to prevent problems with the use of technology. We have the capability to block websites from our network so that they cannot be accessed via the school computers. We block sites that have objectionable content. We also block most social networking sites (Facebook, Twitter, Instagram, Snapchat) that we do not want our students to access while at school. Our technology staff also has the capability to monitor all computers that are used by our students. Teachers can also monitor the Chromebooks that are being used in their classrooms through the use of the Go Guardian program to which we subscribe.

Cell Phone Policy

Our cell phone policy essentially prohibits the use of a cell phone anytime during school hours (8:10 a.m. to 2:46 p.m.) without proper authorization. We require students to keep phones turned off and out of sight during school hours. A student who is seen with a cell phone or whose cell phone is heard will be dealt with as if they had used it. Essentially, it is very simple. The students do not need their cell phone during the school day, therefore, keep them out of sight. If a student needs to use his/her cell phone to make a call during the day, they may go to the office to get permission to use it.

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, coaches, or volunteers in school, on school property, or at any school function or school-sponsored activity.

Harassment and bullying will not be tolerated. The complete policy regarding this issue can be found in the Parent/Student Handbook. Any infraction will be dealt with according to Biblical principles.

There are legal and educational reasons why bullying is such a hot topic in schools. Yet, as a Christian school, we must see that this behavior must never be present amongst our students. Bullying or the harassment of one student by another student or a group of students will not be tolerated. Parents should be aware that harassment or bullying can take place in many forms and in many places. It can take place at school in the classrooms, the hallways, or the locker rooms. It can also take place outside of school. This can be done face to face or through communication using digital media. It is very important that parents let their children know that they should report any type of bullying, harassment, or other inappropriate activity to them or to a school official.

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.
 - b. Examples of Sexual Harassment include:
 - (1) Improper sexual comments
 - (2) Writing notes electronically by hand with content that may be construed as sexual.
 - (3) Using written or spoken words, pictures, objects, gestures, or actions relating to sexual activities.
 - c. 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

2. Sexual Abuse - Unwelcome, threatening, coercive, and/or forced sexual behavior upon vulnerable victims including, but not limited to:
 - a. 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.
 - b. 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.
 - c. 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.
3. 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 who are over the age of 18, 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. Discretion will be exercised with the public reporting of those who are not over 18 years of age. (Rev. 10-2024)

SECTION 2: SAFEGAURDING PRACTICES; EDUCATION AND TRAINING

A. 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 2A.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.
 - a. 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 of 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.

- b. 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.
 - c. 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 bathrooms, 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.

B. 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.
 - a. 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.
 - b. The goals of training will 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

A. 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.

B. 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:
 - a. 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.
 - b. 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.
 - c. A review of any relevant documents, notes, communications, or other written evidence, whether in paper or electronic form.
 - d. Any past or prior complaints, disciplinary actions, or reports.
 - e. 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.

C. 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.

D. 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).

Closed Campus

Predominately for the safety of the students, we do not allow students to leave campus once they arrive in the morning without permission from the office. A student may leave for lunch only if a parent picks them up and returns them to school.

Dress Code

Students should come to school dressed neatly, modestly, and appropriately. Student dress should be consistent with our efforts to establish a wholesome Christ-centered learning environment. The *Parent/Student Handbook* lists more specific things that are not allowed. Students who are sent home for dress code violations will be required to make up any missed school time.

School Visitors Policy

Parents, alumni, relatives and friends of our students are all welcome to visit our school. However, to ensure the safety of all our students, avoid disruptions in instruction, and avoid situations which would not be approved by parents, we require that all visits, other than from siblings or alumni, be approved by the parents prior to the visit. A complete listing of requirements can be found in the *Parent/Student Handbook*.

Special Circumstances

Even though the Board and Administrator cannot control behavior of students outside of school, there are still occasions where this behavior can have a negative effect on the environment of the school. To give allowance for dealing with this, the School Board has developed a "POLICY REGARDING MISCONDUCT OUTSIDE OF SCHOOL". This policy states the following:

“The purpose of this policy is to provide a framework for dealing with students whose 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”. (June 16, 2003)

Academic Information

Graduation Requirements

Students must earn 44 credits overall and meet various subject requirements over their 4 years of high school to receive a diploma. A complete list of graduation requirements can be found in the Parent/Student Handbook.

Course Selection and Scheduling

The scheduling process begins with the students meeting individually with the Guidance Counselor to select the courses that they would like to take during the following year. Course selection is the most important step in the scheduling process. It is during this meeting that consideration is given to the career goals of the students as well as their interests and abilities. The conversation includes discussion about their goals and how they might best prepare themselves for reaching these goals. It is important that students select courses each year that help them progress to the next grade level, as well as helping them along to the next step in their life. Parents should have a very significant role in this process. The results of course selections are always sent home to the parents for approval. Parents can then have a conversation with the child to affirm the decisions that were made.

Once all students have selected the courses that they would like, the administrator will determine how many sections of each course will be offered and who will teach those sections. Through a process that considers many factors, a master schedule assigning each class section to a time slot and a teacher is put together. Class schedules for each student are assigned during the summer. Students are then assigned to one of the sections of the classes that they have requested. In some cases, it may not be possible for a student to be scheduled in a particular class because it may be scheduled at the same time as another class that was requested. In these cases, the student will need to make a choice of which class they would prefer and then make another selection to complete the schedule.

Grading Scale

A	100-95%	C	77-75%
A-	94-90%	C-	74-72%
B+	89-87%	D+	71-69%
B	86-84%	D	68-66%
B-	83-81%	D-	65-63%
C+	80-78%	E	62-0%

Honor Roll

Following the completion of each marking period a Student Honor Roll is published. To be mentioned on the Honor Roll, students must have achieved a GPA of 3.3 (B+) or better for that marking period.

Exams

Exams are held at the conclusion of each semester for most classes. A schedule of all exam times will be distributed prior to the exam week. There are generally two exam sessions each day. The exams for all the sections of each course are all given at the same time, i.e. all English or all Math, etc. Students must remain in the exam room for one hour and fifteen minutes. Unless a student has a conflict (with two classes having the exam during the same period) he/she is expected to take the exam during that time. There may be some classes that will substitute a semester project or cumulative assignment for the exam. Unless otherwise specified, the exam will constitute 20% of the final grade for the class.

Senior Exam Exemption

Seniors may be exempt from taking exams during the second semester if they meet certain qualifications. They must have an average of B+ or better in that class and have no class with a grade below C- average. Students who have any class with a grade below C- must take all their exams.

Incompletes

Students who do not complete all the required work before the end of the marking period will receive a grade of "Incomplete." 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 not satisfactorily completed by this time, the "Incomplete" will become an "E."

Dropping Classes

After students receive their schedules and up until the first progress report of the term, a student may make a request to the Guidance Counselor to drop a class. The Guidance Counselor will discuss the ramifications of this move with the student and

discuss it with the parents if necessary. Parents will be notified of the schedule change if it occurs. Students will only be able to add a class to replace the dropped class within the first two weeks of the semester.

Attendance Requirement

Students who have more than 15 absences for a particular class could be denied credit for the class. If there is a legitimate medical or other reason for the absence, the Education Committee may make the decision to allow credit.

Kent Career Tech Center (KCTC) or Careerline Tech Center (CTC)

All our students are eligible to attend the Kent Career Tech Center based on the location of the school in Kent County. Students who are residents of Ottawa County are also eligible to attend the Careerline Tech Center in Ottawa County. Information on any of these programs can be found on their respective websites and from the Guidance Office. Enrollments are only taken for 11th and 12th grade students. These enrollments take place in the spring of each year.

Co-Op Program

It is possible for students to earn credit by participating in a work Co-op program. Guidelines for this program can be found in the curriculum guide or obtained from the Guidance office or the Administrator.

Grade Reporting

Report Cards are emailed home for each student within one week of the end of each marking period. They can also be viewed and printed from the FACTS Parent Portal. We officially record and report grades for each nine week marking period. Each marking period counts for 40% of the total grade and the final exam accounts for the other 20%. The final semester grade is the only grade used in the Grade Point Average calculation. At the end of the school year, the final report card will be mailed to the home. In addition to the report cards, teachers will email progress reports at the midway point of each marking period. This is only a progress report and not an official grade.

Transcripts

All of a student's academic work is recorded on their transcript. Transcript requests can be made through the Guidance Office or the CCHS main office. When requesting a copy of a transcript, please let us know the name of the student, year of graduation, and where you wish the transcript to be sent.

Valedictorian and Salutatorian

At graduation, we will recognize all students who have earned a 4.0 GPA as Highest Honors students and those who earned 3.9 or better as High Honors students. Two student speakers for graduation will be chosen by the Graduation Committee from those who qualify as Highest Honors students. One will be designated to give the Salutatory address and another to give the Valedictory address.

Department Awards

At the close of each year, the head of each academic department will decide on awards to be given to the outstanding graduating student(s) for that department. The Department head will consult with other teachers who may have input on the students being considered. These department awards are announced and given to the graduates at the annual Senior breakfast.

Guidance Counseling

Guidance

The decision of what to do following high school graduation is a very important decision for our young people. The Guidance office works very hard to provide good information to the students about career opportunities as well as information about post-high school educational options. Throughout the school year our Guidance Counselors will meet with students to discuss various topics that should be considered as they progress through high school. Some of these meetings take place in larger groups and each student will also have individual meetings with the counselors. Parents are often sent a report via email of the individual meetings.

In addition to college and career counseling, the Guidance office is available to work with students who are experiencing difficulties in their lives or simply need someone to talk to. For such instances, the staff operates under a Board approved set of guidelines and procedures that are followed to ensure the safety of the counselor and the student, to protect the privacy of each party, and recognize the authority of the parents. A copy of these guidelines and procedures are available from the school office upon request.

The Guidance Counselor will be involved with making course requests and scheduling for the next school year. This process takes place in one of the regularly scheduled meetings that are held with each student.

College Information

The Guidance office makes it possible for our students to meet with admissions counselors and representatives from a variety of colleges. These meetings generally take place at school during the lunch period and are open to students of all ages.

Students should take advantage of this opportunity to gain knowledge about the various options that are available to them. These meetings are a good time to ask questions about programs that they are considering. Students are also able to take time away from school to visit the campus of colleges in which they are interested. (See below, “College Visits”)

College Visits

All college visits must be approved in advance by a guidance counselor and completed by May 1. A permission slip must be obtained from the counselor and returned with a parent signature not less than five days prior to the visit. The student must also obtain the signature of the teachers of all the classes that will be missed. Students are encouraged to make use of scheduled days off, such as records day and in-service days, for college visits. Juniors should plan no more than one college visit per school year before May 1. Seniors who have not taken a college entrance exam (ACT or SAT) will be allowed a college visit only with advanced approval of the counselor. Students are required to return a verification form received from the college to the counselor. Failure to keep an appointment or misuse of time set aside for a college visit will rule out possible future visits during school class time.

Job Shadow

We allow and encourage our students to take advantage of opportunities to investigate jobs and careers by conducting a job shadow. The Counseling Department can facilitate these activities and search out an appropriate person to shadow or this can be done by the student and parents. However it is done, the students must complete all necessary forms, found in the Counseling office, to be excused from school.

Standardized Testing

a. Testing for College Entrance and Scholarships

When it is practical for the school, we will work with the State of Michigan to provide some of the necessary testing to help our students apply for college entrance and qualify for financial aid. In recent years we have been able to provide the first attempt at these tests at no cost to our students.

b. Testing for Guidance purposes and self-awareness

We also make available preliminary tests for students in grades 9-11. These tests are used by the counseling department to give feedback to the students about their strengths and weaknesses and how their abilities match their career goals. These tests are also valuable to the students as practice tests for the more meaningful college entrance tests (SAT) to be given in the spring of the 11th grade.

Financial Information

Tuition Policy

- a. To constitute a valid enrollment for the current academic year, a parent must have all past tuition plus one-tenth of the new school year's tuition paid at the time of enrollment.
- b. A late enrollment fee of \$25.00 will be assessed for each student enrolled after the announced enrollment dates.
- c. After enrollment, one-tenth of the current year's tuition is due each month. Accounts must be maintained on a current basis to ensure the proper operation of the school and enable the treasurer to pay the teaching staff and other operation expenses promptly and properly. Accounts must be kept current at November 1, February 1, and May 1 of the current school year.
- d. If a student's tuition has not been paid in full or if satisfactory arrangements have not been made with the Finance Committee by the time the end of the year exams are administered, that student will not be permitted to take the exams until the next time the exams are administered in those classes.

Those unable to comply with the above tuition payment policies must meet with the Finance Committee to make satisfactory arrangements.

Tuition Information

If you are seeking information regarding tuition payments or account balances, contact should be made with the school office. The office manager should be able to answer questions about payments and give account balances. Tuition payments received by the school will generally be deposited on a weekly basis. Tuition statements are emailed to parents monthly.

Tuition Assistance Grant

The Tuition Assistance Grant is a privately funded program that is designed to assist parents that have a large tuition burden relative to their income. The program is administered by a committee that is not part of the School Board or administration. Parents apply to the program by completing the required application. The committee reviews the applications and awards the grants based on the needs of the families and the funds available. When this program is funded and available, applications should be submitted by September 1 and grant awards will be given by September 30. Supporters who are financially able to contribute to this program may send their contributions to the school designated for the "Tuition Assistance Fund".

Annual Support Drive

The charged tuition rate does not cover the complete cost of educating our students. In an effort to help make tuition more affordable to our families, the Annual Support Drive is a source of income budgeted for the school. This Drive gives an opportunity

for those who do not currently have responsibility for tuition, or those who have the means to contribute more than the current tuition charged, to give to the operations of the school. This Drive is generally held in the fall with a second drive, if necessary, held in the spring.

Textbook/Chromebook Rental

Each student is charged a textbook/chromebook rental fee of \$100 to cover the cost of the use of textbooks and chromebooks for the year. This fee is not specific to the courses that are being taken. The fee also covers most workbooks and other printed course materials. Students will be charged extra for any unusual damage to, or the loss of, textbooks or chromebooks. Typical damage that necessitates a charge is caused by either water damage to the book or by broken bindings due to the book being dropped or handled improperly.

Band Instrument Rental

Students who use school owned instruments for Band classes will be charged a rental fee to help cover the costs of instrument replacement over time and the cost of repairs that are done as needed.

Student Accident Insurance

The school purchases an insurance policy that covers all students for any injuries that occur during school time, school sponsored events, and travel to and from school. This policy is supplemental to any other insurance carried by the family and has specific limits. There is no separate enrollment form or premium to pay. There is a separate claim process that must be followed to receive benefits. Claim forms can be obtained from the school office. It is important that the claim process be started within 90 days of the event.

In addition to the school's policy, the Michigan High School Athletic Association provides all member schools with a Catastrophic Accident Medical Insurance Policy that covers expenses incurred resulting from suspected concussion or other injuries sustained while participating in practices or competition or traveling to or from scheduled school athletic activities. More details and limits of the policy are available from the MHSAA or the Athletic Director.

Class Dues

Students may be assessed class dues to cover the costs of certain class events. The Junior/Senior Banquet, the Senior Breakfast and the Senior Class Trip are the three main expenses of the class. These dues are collected each year by the Class Advisors.

Field Trip Expenses

There may be certain expenses involved with class field trips that are paid for by the student. These fees will be collected by the teacher of the class involved. If it involves a trip for the Band or Choir, there may be an opportunity for students to earn some of the money for these fees through fundraisers.

Fund Raisers

From time-to-time specific groups within the school may organize fund-raising activities to help finance specific projects or activities of that group. This may be done by the Band, Choirs, Robotics, or any of our athletic teams. The funds raised from these activities do not generally support the regular operations of the school.

TRIP Program

Covenant Christian does not have its own TRIP or SCRIP program. However, arrangements can be made to work through one of the grade school programs and have the proceeds applied to tuition accounts at Covenant.

Gift Income

In addition to the annual Support Drive, there are many ways for parents, grandparents, and supporters to contribute monetarily to the school. The school will occasionally solicit donations for specific purposes. These purposes may include property acquisition, building funds, or the purchase of specific equipment. Donations are also accepted to fund specific programs such as our Robotics teams, the music program, the science labs, or athletics. Funds that are given without a specific purpose or that are received through bequests to the school are held in the Gifts and Bequests Fund until the Board decides how the money can best serve the needs of the school.

Covenant Christian High School Foundation

The Covenant Christian Foundation was formed to collect and manage funds and make disbursements to the school to enhance the work of education at the school and to reduce costs for families committed to a Protestant Reformed, God centered, quality education. The Foundation makes available to all supporters of CCHS the services of the Barnabas Foundation to assist with estate planning or gifting that may involve Covenant Christian. The Foundation also manages the Endowment Fund which is a donation that was given to the school for the purpose of funding the Curriculum Enrichment and Development Fund and for making purchases of educational equipment and technology.

School Events

Grandparents Day

Every other year we have a special day in which we invite the grandparents of our students to come and visit school for part of the day. This day usually includes an opportunity to visit classes, experience a student chapel, and have a delicious lunch prepared by some of our mothers. Parents are an important part of the invitation process as they help to alert the grandparents to this day. We do request that grandparents confirm their attendance with the school office so that we know how many people to expect.

Career Day

Career Day is a half-day that is set aside to help the students look ahead and focus especially on life after high school. There are goals that we have with this day, and we designate time for each one. We begin the day with Chapel and the speaker is asked to emphasize some spiritual aspect of seeking God's will for our life. We then have three sessions where each student can participate in a presentation given by someone who is active in a career or aspect of work that they are interested in. These sectionals are chosen by the students via a survey that they complete prior to the Career Day. The day generally ends with a presentation by a speaker who will address some aspect of the Christian responsibility that is expected in the workplace.

Homecoming

Homecoming is a special week held during the basketball season. During this week, the Student Council organizes daily activities for the students. This usually involves having daily themes for which the students can dress creatively to match the theme. We ask that students always use good judgement in how they dress for these days. The Student Council will provide general guidelines, reminding students of what would not be appropriate. Participation in the activities of this week is usually very high, however, if students are not comfortable with these activities or just do not have the desire to participate, they should not feel pressured to do so. Alumni from the class that graduated 15 years prior is the honored class at the Homecoming Chapel and the basketball game. The Student Council invites one of the members of that class to be the Chapel speaker and all the class members are invited to attend the chapel and the basketball game.

Senior Class Trip

Each year the Senior Class Advisors, with consultation with the class members and the Administrator will select a destination and activities for a class trip. All Seniors are encouraged to participate in this activity. This trip is financed by the members of the class through class dues and/or fundraiser activities.

Fall Festival

The Fall Festival has become a fundraising activity to benefit the Senior Class. It is an afternoon of activities that is highlighted by a dinner. It is generally held on the first Saturday in October. Members of the senior class are responsible for many of the aspects of planning and running this event. Parents of seniors will be asked to assist.

First Day of School

We try to make our first day of school to be a very normal day. It is a full day with all classes meeting. Each student is given a paper copy of their schedule during the first period of the day.

General Information

FACTS/Family Portal

We currently use a web-based computer program called FACTS SIS as our school management software. This is used by the office and administration to handle all student and parent information. We use this program to do all of our scheduling, monitoring and reporting daily attendance, accounting for the band uniform and the band rental program, and reporting grades on report cards and transcripts. We also use it to communicate with students and parents via email. Parents and students can use it to monitor progress in the classroom, check assignments and grades, and access the school directory and calendar. Teachers use FACTS for maintaining their gradebook and informing students of the work that is required or coming up. Family Portal is the component used by parents to access information about the student's grades and assignments. Questions about access to the Family Portal should be addressed to our Media Specialist or the office. Questions about specific class information should be addressed to the teacher.

Attendance Notification

If a student is sick, late for school because of an appointment, or must leave school for an appointment, a parent should notify the office. This can be done by phone. If no one is in the office, a message can be left with the student's name, reason for absence or tardiness, and a phone number for follow up questions. It is also acceptable to send an email, with the same information, via the parent's email to office@covenantchristianhs.org. All notifications should be directed to the office, not to the teacher. The teacher will be notified through the office. Notifications other than sickness should be made in advance.

Immunizations

All students are required to have their immunizations up to date. Our school office makes regular reports to the Kent County Health Department. If we are informed by the Health Department of a deficiency in immunizations, parents will be informed.

Concussion Awareness Form

Since 2012, schools have been required to send educational material about concussions to those participating in activities at the school. This material, which includes both a Concussion Information Sheet and an Acknowledgement Form, is included with the new student Application packet. The Acknowledgement Form must be signed by both the parent/guardian and the student. This form will be kept on file throughout the student's high school years. (Nov. 2024)

Office Hours

The school office is open on school days from 8:00 a.m. to 3:30 p.m. Phone messages left on the office voicemail after hours will generally not be handled until the next school day. If you need to reach someone outside of school hours, it is best to call Mr. Noorman's cell phone number which is listed in the directory.

Day Planners

It is our practice to provide all students with a day planner. We encourage all the students to use this to assist with their organization. Generally, students in the Academic Support Program (ACSUP) will be required to keep their planner up to date and the ASP teachers will check on it.

Back Packs

Students may use backpacks to carry their books and supplies between school and home. However, for reasons of safety, backpacks are not allowed to be taken into the classrooms or left in the hallways during the day. They must be stored in their lockers.

Hot Lunch

We will usually make a hot lunch available for students to purchase on Tuesday and Friday. The Tuesday hot lunch will be provided by various groups and the menu for the day may vary. Friday will usually be pizza. Gluten free pizza is also provided. This is a fund raiser for the athletic program. Information on hot lunches can be found in the Daily Announcements.

School Security

We are committed to maintaining a secure environment within the building for our students and staff. All exterior doors are locked once our students are all at school. Students who arrive late, parents who come to school during the day, and all visitors must enter through the main entrance. The door buzzer, located to the right of the entry doors, can be used to alert the office staff that someone desires to enter the building. The door locks will be released after the office staff can verify who will be coming into the building. All visitors to school, including parents, will be required to sign in at the office before going into the school. They will be given a visitor pass which they must wear while they are outside of the office area. Surveillance cameras are located throughout the building to assist with hallway monitoring. Drills for fire, tornado, and lockdown are held regularly according to the requirements of the Michigan School laws.

Messages to Students

If the necessity arises, parents can get messages to students by calling the office. The office personnel will either relay the message to the student or ask the student to return the call.

Publications

We have three main publications that come from the school.

1. The **“Daily Announcements”** are put together each day by the office staff and read to the students at the beginning of our 3rd period. These announcements are generally aimed at informing students of various activities or opportunities that pertain to them. We also will email these announcements to each of our families so that they can be aware of things that are going on at school. We try to limit the content of the announcements to things that directly pertain to our students. Information promoting other events will not be included in the announcements that go to the students, but they may be added to the version that is sent to parents.
2. The **“Parent Communicator”** is a newsletter that is written by the principal to the parents. This newsletter is sent out periodically. It is designed to update parents about things that have occurred at school and future events. Various topics that parents should be aware of are also addressed in this newsletter.
3. **“The Courier”** is a publication of the School Board that is distributed to all families who currently have enrolled students and to those in our supporting churches. This contains articles from the Board Committees, the Administrator, and others sharing insights into the work of Covenant Christian High School. “The Courier” is published 2 or 3 times per year.

Email Communication

The FACTS system makes it very convenient for the office and teachers to send out email messages. When needed, we will utilize this system to communicate with parents. Parents who are not able to access email should inform the office so that alternate methods can be used.

School Closing

School may be closed for a variety of reasons. The most frequent cause is severe weather which leads to dangerous driving conditions. Our decision to close or not to close school is closely tied to the decisions of the local school districts in which our families live. These districts have transportation departments that are in tune with the conditions found on the roads in their areas and will generally make good decisions. There are some unique things about our student body that we also consider in this process. First, most of our students arrive at school in a car driven by someone 18 or under. Second, our students come from a very large geographical radius and can experience a wide variety of weather. And third, many of our students live in outlying areas that are more severely affected by the weather. All of these factors are taken into consideration when making school closing decisions.

Please note that for families who live in outlying areas, in the event of bad weather, we will honor your decision as a parent and excuse the student if you are not comfortable putting your children on the road or if you would prefer that they come in later. In these cases, we ask that you notify the office as soon as possible.

The Administrator will send an email to all parents through FACTS whenever school is cancelled. The other way to check for a school closing is to go to the "Closings" section of www.woodtv.com or www.wzzm13.com or www.fox17online.com and look for our school or check the TV for the scrolling list. Many of the media outlets will also allow you to set up an email alert system that ties directly into the decision of our school or they may even have an "app" for your mobile device.

School Pictures

Each September we will take pictures of all our students. These pictures will be available to purchase as basic school photography packages. This picture will be used for the school yearbook for underclass students and to produce a Student ID card for all students. Seniors will be able to submit their own pictures for the yearbook if they desire.

Student ID Cards

Each year our students will be provided a Student ID card with a photo. This card can be used as a means of ID as needed and to obtain student discounts through various businesses or events.

Senior Pictures

We request that all seniors have their picture taken and submitted prior to the Christmas break. One digital photo, portrait style, should be emailed to the yearbook advisor. This photo will also be used in the class composite picture for the hallway. Since these photos are used in a school publication, we request that students submit a photo in clothing that is in accord with the school dress code. This means that shorts and skirts must be the proper length and shirts for boys and girls must have sleeves. Following these guidelines is the only way that we can be consistent in making judgments about what is appropriate dress.

Yearbook

Our school yearbook, *The Heritage*, is published by the Journalism/Yearbook class. This class is part of the English Department and meets as a regular class throughout the school year. The costs of the publication are covered by book sales and advertising revenue generated by the sales of yearbook advertising. It is very important that we be able to sell a good number of books each year so that we meet our sales budget. We encourage families to support this cause by purchasing a yearbook. A yearbook is something that contains great memories and once the opportunity to own one is past it does not return.

Work Permits

Students under the age of 18 are required to have a valid work permit for the job that they are hired for. The Michigan Legislature involved schools in this process to help monitor the amount of work that could be done while a student was in school. The process for getting a work permit is as follows. A blank work permit, obtained from the school office, is given to the student to complete their personal information. The permit must then be given to the employer to complete their section of the form. The permit is then returned to the school for verification and completion. A copy is placed in the student's file and the original is returned to the student who then returns it to the employer. There are separate forms and different rules regarding work hours for those under 16 years of age and those who are 16 and over.

Class Rings

The Jostens Company has been supplying our students with class rings for many years. Usually, in the month of October, we will have a representative from Jostens come to school to make a presentation to all 9th grade students about class rings. The students are given information that they can take home to share with parents. Ordering can be done online or in person with the Jostens representative on the arranged date. There is no obligation to purchase a class ring. Students are also able to purchase a ring with their class year in subsequent years if they so desire.

Caps and Gowns for Graduation

All students who participate in graduation are required to wear the traditional cap, with tassel, and gown. Men wear black gowns and women wear gold. Arrangements for parents to purchase these are made by the school during the second semester. It is acceptable to use a cap and gown from a sibling or other graduate of the school. Students can purchase individual pieces as well, for example, just a cap or just a tassel.

Choir Robes, Band & Orchestra Uniforms

Choir robes are supplied by the school, stored at school, and generally transported to concerts by the school staff. If students do take their own robe to a concert, they must take care to keep the robe clean and have it returned to school as soon as possible after the concert. Boys must wear black pants and black shoes along with their robe.

Band students are required to purchase a band shirt or borrow one that is in good used condition. At the beginning of each school year new band students will be fitted for this shirt and parents will be notified of the cost. Band students must wear the band shirt, black pants, black shoes, black socks, and a gold cummerbund at all concerts. (Nov. 2024)

Orchestra students are required to wear all black at all concerts (black top, black pants/skirt with black tights or nylons, black shoes & black socks).

Devotions at School

Devotions are held on a regular basis during the school day. Each day begins with reading of scripture and prayer during the first period in all the classrooms. It is expected that teachers will have devotions prior to the lunch break, at the beginning of the afternoon session and then again to close the day. Students may be requested by the teacher to lead classroom devotions. In accordance with School Board guidelines, all devotional time will use the King James Version of the Bible.

Class Advisors

Each class that enters CCHS will be assigned three teachers who will act as Class Advisors. The Advisors assist that class with various events and activities that are a traditional part of their school life. Activities include planning a Class Chapel each year, planning the Junior/Senior Banquet in 11th grade, and running the Fall Festival and planning the Class Trip in 12th grade. The work of the Class Advisors should be to help the students take on the majority of the planning and work for these events.

Special Education

Covenant Christian High School is committed to the education of all students. We are glad to be able to host the high school age students who are in the Protestant Reformed Special Education program. While the Administration and teachers for

these students are hired by the Society for Protestant Reformed Special Education, Covenant Christian High School provides the room and cooperates with the inclusion of these students into our classrooms and activities whenever possible. We believe that this is a mutually beneficial program as our students learn to appreciate the gifts and blessings that the Special Education students bring to our school.

Academic Support

Covenant Christian High School is committed to assisting those students who have diagnosed learning disabilities and those students who may need assistance to be successful in school. This assistance is formally provided through the Academic Support Program. Students who have had support through the Discovery Centers or Resource Rooms in the feeder schools will generally have received the necessary testing and diagnosis for the disability. These students will continue to receive the support and accommodations that they have previously received. Eligibility for this program is determined by the Academic Support Coordinator and the Administrator in connection with documented evidence of learning difficulties and the input of the parents.

Library

The CCHS library exists as an integral part of the educational program to:

- a. Enrich student understanding of God's creation and all areas of life by providing print and electronic resources that foster learning.
- b. Provide a collection of works used to foster the appreciation and understanding of literature as a God-given activity.
- c. To provide a facility that functions as the information center of the school.

The mission of the library is to provide opportunities for students:

- a. To learn information-finding skills through appropriate instruction.
- b. To become thoughtful users of information and communication media.
- c. To develop a life-long love of reading.

The library staff follows a material selection policy when acquiring materials for the library. Materials are selected to serve the breadth of the curriculum and the needs and interest of individual students. The library provides a wide range of materials on all levels of difficulty, in a variety of formats, with diversity of appeal, representing various points of view. While help and advice are sought from administrators, teachers, students, parents, and others affiliated with Covenant Christian High School, the final responsibility for the selection of all materials for the media center lies with the media specialist. Parents have the right to raise questions about resources used in the school library. Procedures for implementing a review of materials can be obtained from the school media specialist.

Athletics

Purpose (taken from CCHS Coach's Handbook)

The athletic program at Covenant Christian High School must be geared to the educational philosophy of the school. The purpose of educating our young people is that they grow in the knowledge and fear of the Lord and glorify God through all aspects of their lives. Athletics is an avenue in which our young people can use God-given abilities to glorify God.

We must keep in mind that both on and off the playing field, those involved stand in the public eye as representatives of Covenant Christian High School. Athletics then gives our young people an excellent opportunity to practice Christian conduct, witness, become gracious winners and losers, work in competitive settings, and use specific God-given abilities to God's glory.

To accomplish our goals and objectives in our athletic program, it is of the utmost importance that the relationships of player to player, player to coach, and parent to coach be positive. Respect for our coaches by the players and parents is demanded by God in the same way that He commands respect for those placed in authority. If kept in perspective, and operated properly, our athletic program can be a tremendous benefit and opportunity for our young people.

Athletic Director

The Athletic Director oversees the school's athletic program including the supervision of coaches, managing the athletic budget, scheduling and managing all athletic events, and ensuring the eligibility of all student athletes. Any questions in regard to the operation of the athletic program should be directed to the Athletic Director.

Athletic Policies

Specific policies and regulations concerning participation on any of our teams can be found in the *Parent/Student Handbook*. Parents and student athletes are expected to have read and acknowledged that they will abide by these policies and regulations.

Athletic Finances

There are three main sources of revenue for the athletic program. The Athletic Director and all coaching personnel are covered under the school's general fund budget. The other expenses of the Athletic Program depend heavily upon money received from game admission to cover the costs of running the program. This includes equipment costs, uniforms, field maintenance, officials, and transportation. Additional needed funds come from various fund-raising activities and from the Athletic Boosters.

Coaches

All coaches are interviewed by the Education Committee and approved by the School Board. Coaches will be expected to know and follow the Covenant Christian High School Coach's Handbook.

Sports Physicals

All students who wish to participate on one of the athletic teams must have an MHSAA physical form on file with the school office. The date of the student's physical must have occurred on or after April 15 of the previous school year. The deadline for having the sport physical turned into the office is August 1 (fall sports), November 1 (winter sports) and March 1 (spring sports).

Who Can Help?

If you are in need of assistance, have a question about something that is going on, or need information to help you make decisions, it is best to seek out the person who can best help you. If it involves anything pertaining to a specific class, we ask that your first contact be with the teacher.

Principal

The principal is available to assist you in any way that he can. He is responsible for the day-to-day operations of the school. This includes the supervision of all instruction, including teachers and school staff, ensuring that the curriculum is taught as directed, maintaining an environment that promotes and enhances learning, and managing the use of funds designated for instructional purposes. Mr. Noorman can be reached via telephone, email, or text.

Assistant Principal

The assistant principal is involved in all discipline matters. He handles all discipline action that requires detention or Saturday School. He also monitors and follows up on attendance matters. The assistant principal consults regularly with the principal and assumes that role when the principal is not in the building.

Technology Coordinator

The Technology Coordinator assists in procuring and managing all educational technology. He also assists the teaching staff with implementing the use of new hardware and new educational programs and tools in their classes. He, along with the media specialist, will monitor and enforce the Technology Use Policy within the school.

Office Staff

Some of the most helpful people in the school are found in our main office. If they cannot answer your questions, they will certainly be able to refer you to the person who can best help you. They handle all items regarding attendance, excusing students for appointments, and communication with students or teachers.

Counseling Office

The counseling office can help in four main areas. First, the counseling office can help if you have concerns about the social, emotional, or spiritual concerns of a student. Second, they can handle questions concerning guidance or decisions

relating to the future education or work of the student. The Guidance Counselor or the Guidance Assistant will be able to talk with the student about these matters. This will always be done confidentially with care taken to protect the student. If it is found that the problem is more than what can be comfortably handled here, we will consult with the parents to discuss further action that should be taken. Third, they can answer questions regarding standardized testing that is given at the school. Fourth, they can provide any communication, including transcripts, scholarships, and financial aid that may be needed by the students, the colleges, or future employers.

Teachers

Regarding student work, grades, or questions that arise from students about classroom work or situations, the teacher should be the primary person to contact. The teachers have firsthand knowledge of the students and about what occurs in the classroom. Any questions regarding student discipline in the classroom should also first be asked of the classroom teacher. It is recommended that any concerns regarding teachers, including discipline, grading, classroom policies, or student/teacher relationships, should first be brought to the teacher involved. If a satisfactory solution cannot be worked out between a parent and teacher, then the teacher and/or the parent should involve the administrator in the discussion.

Media Specialist/Librarian

The media specialist/librarian oversees all print and digital resources to which our students have access. Our media specialist is able to assist students, as well as parents, to find and properly use information and also manages the collection of books and periodicals found in the library. This department can also provide assistance with connection or password issues with FACTS and Family Portal.

Board Members

Board members can provide information regarding the policies of the school. They would also be the group to address if you have concerns that are not being handled to your satisfaction by the staff and administration.

Web Site: www.covenantchristianhs.org.

This valuable resource has information about most aspects of the school. It also serves as a link to many other valuable sites. The main tabs on this page are: About CCHS, Development, Athletics, Courses, Parents, Pictures, Guidance and Library.