



Student Handbook 2009-2010

7525 West 21st Street
Indianapolis, IN 46214
(317) 390-0202

<http://covenantchristian.org>

This agenda belongs to:

Name _____

Address _____

City, ST Zip _____

Phone _____

Email _____

Grade _____ Locker Number _____

Daily Schedule

<u>Period</u>	<u>Time</u>
Homeroom/Assembly	8:00-8:10
1	8:15-9:00
2	9:05-9:50
3	9:55-10:40
4	10:45-11:30
A Lunch	11:35-12:05
B Lunch	12:25-12:55
5A Class	12:10-12:55
5B Class	11:35-12:20
6	1:00-1:45
7	1:50-2:35
8	2:40-3:25

Covenant Staff

Brian C. Hudson
Principal

Ryan J. Threlkeld
Dean of Students

Nathan A. Gast
Assistant Principal

Erin Oppy
Director of Guidance

2009-2010 Covenant Christian High School Calendar

August 3	Fall Sports Practices Begin	
August 10	Dinner: New Parents (6:00)	
August 12	New Student Orientation (9:00-11:00)	
August 13	First Day of School	
August 17	Freshman Parent Open House (7:00 p.m.)	
August 21	Freshman Retreat	
August 24	10 th , 11 th and 12 th Parent Open House (7:00 p.m.)	
September 7	Labor Day-No School	
September 28	Preferential 2010-2011 New Student Apps.	
October 5	J-Term Registration Begins	
October 8-9	Fall Break	
October 14	End of First Grading Period	
October 14	PSAT	
October 16	Grandparents' Reception	
October 16	Fall Music Concert (7:00 p.m.)	
November 4	NHS Induction & Reception	
November 6	Covenant Celebrates (6:00 p.m.)	
November 25	Early Dismissal	
November 26-27	Thanksgiving Break	
December 11	Christmas Music Concert (7:00 p.m.)	
December 16-18	Final Exams-School Dismisses Early	
December 18	End of Second Grading Period/End of First Semester	
December 18	Covenant Christmas	
Dec. 19-Jan. 3	Christmas Break	
January 4-15	J-term	
January 18	MLK Day/No School/Teacher in-service	
<i>January 19</i>	<i>Second Semester Resumes</i>	
January 26	Open House: Prospective Students (7:00 p.	Baset
February 8	Father/Daughter Banquet (7:00 p.m.)	
February 15	President's Day-No School/Teacher In-service	
March 19	End of Third Grading Period	
March 29- April 2	Spring Break	
April 23/24	Spring Play	
April 26	Gone Serving	
May 1	ACSI Art Festival (7:00 a.m.—5:00 p.m.)	
May 6	Academic Awards Night (7:00 p.m.)	
May 7	Spring Music Concert (7:00 p.m.)	
May 13	Fine Arts Awards (7:00 p.m.)	
May 20-21	Senior Finals	
May 26	Senior Banquet (6:30 p.m.)	
May 26-28	Finals (half days)	
May 28	Graduation Rehearsal (9:30 a.m.)	
May 29	Commencement (2:00 p.m.)	
May 31	Indy 500 track Clean-up for Spring Athletes (7:00 a.m.)	
May 31	Memorial Day/Office Closed	

What does it mean to be a part of a Christian high school?

That's a good question, and a good place to begin each school year. Christian high schools are not all alike, anymore than public high schools are all the same. Each school's personality is determined by the community of its parents, the attitude of its students, the strengths and weaknesses of its staff and the vision of its leadership.

The most significant difference you will find between CCHS and other high schools is that we believe:

- a) that truth exists and that it was revealed to us in the person of Jesus Christ,**
- b) that people who understand that truth behave differently toward one another.**

Our entire educational program is based on the verse of scripture which says, **"Do not conform any longer to the pattern of this world, but be transformed by the renewing of your mind."** (Romans 12:2)

We believe, therefore, that the best way to prepare you to live in this world is not to teach you to conform to it and all of its ways, but to provide a safe place for you to grow in the knowledge of God's grace while you acquire the necessary knowledge and skills to help you succeed in whatever you choose to do next.

We expect a lot from you academically because we want you to succeed. There is little room for ignorance in the age in which we live. We believe that God intends us to do the best we can at whatever task is put before us. Colossians 3:23 says, **"Whatever you do, do your work heartily, as for the Lord rather than for men..."**

Students who give it their best shot here will learn a great deal. Students who do not take their assignments seriously will struggle.

We expect those of you who consider yourselves Christians to act like it, to treat one another with love and forgiveness and to encourage one another as the scriptures command. To those of you who are not Christian we simply ask you to keep an open mind and ask good questions. We are not asking you to accept someone else's beliefs. We are only interested in your coming to know the truth. The truth will set you free.

***Your behavior is the only witness
this school has to other people.***

When does school start?

You are expected to be in your seat in the classroom or attending morning devotions when the bell rings at 8:00 a.m.

Although the bell schedule directs us through the day, the classroom teacher dismisses you from the class. You should be in your seat, with your materials, and ready to begin when the bell rings. You should not close your books or start to leave a class until the teacher has indicated that you are finished.

May I stay after school?

You may stay after school but only in staff-supervised areas or activities. School is officially closed at 4:30 p.m.; if you remain on the school campus after that time you will be assigned to the Commons area, which will be supervised by a staff member. You can remain in the Commons area until you are picked up by a parent or designee.

What if I'm late to class?

Once you're at school, we think it's important to be punctual as you go from class to class. Between each class period you have 5 minutes to take care of any necessary business before going to the next class. We think that's plenty of time for a school that has only 2 hallways!

If you do arrive late to class, it will be up to the teacher to determine if you had a legitimate reason for your lateness. When the reason is viewed as invalid, the teacher will issue you a tardy. When you receive your 4th tardy (during the 9 weeks), you will be issued an **after school detention** to be served that week. The 8th tardy received will result in a one day **in-school suspension**. Every other tardy after that will earn you an additional ISS. Remember that when you are late for class it is disruptive to the class and disrespectful to both students and teachers.

What if I'm late to school?

If you are late for school [8:00 a.m.], you must sign in at the office upon your arrival and get a pass that allows you into class. It is important that your parent stop in the office or call to notify the school as to the reason for you being late. Your 4th unexcused late will land you an **after school detention**. Your 8th late will earn you a one day **in-school suspension**. Every other late after that will be an additional ISS.

When a student is more than 15 minutes late to class, it will be documented as a full period absence.

What if I don't show up at all?

Absences will be recorded as either excused or unexcused. Attendance records are kept as part of the student's permanent record. **Students who are absent (excused or unexcused) more than twelve days in a semester will not receive credit for that class.**

Excused absences. Excused absences include, but are not limited to:

- a. Death in the family
- b. Student injury or illness
- c. Appointments that cannot be scheduled outside school hours
- d. Transportation/weather problems
- e. Prearranged absences (vacation, college visits, job interviews, public service projects, and extended illnesses)

With the exception of college visits, all of the aforementioned reasons for an excused absence will count in the total number of absences allowed in a semester.

Excessive absences due to special circumstances will be evaluated individually.

In accordance with Indiana Code 20-8.1-3-18, students supplying the proper notification to the office and participating in the following events are not counted absent:

1. Page or honoree in the Indiana General Assembly
2. Subpoenaed court appearance
3. Helper to political candidate or election process
4. National Guard duty
5. School-sponsored field trips

Make-up assignments. You are allowed to make up work missed during an **excused** absence. **You, not your teacher, are responsible for arranging to make up missed work.** It is your responsibility to contact each teacher about all tests and assignments missed and to complete all makeup work within the specified time period. Generally, you have one day to make up assignments for each day you were absent. We encourage families to discuss any unusual circumstances with the school administration concerning absences from school. We will be as flexible as possible, but we believe that no student can achieve his or her full potential without the benefit of punctual and regular attendance. Research clearly indicates that regular attendance is a clear predictor of academic success.

To reinforce the important concepts of each class, CCHS requires students to attend and complete all final examinations. If a student misses a final examination AND has an excused absence,

the final grade in that course will be recorded as an “incomplete” until the final can be taken at a mutually convenient time.

Unexcused absences. Unexcused absences will result in zero credit for the work assigned, including exams, during the classes missed. A student who has accumulated more than three days of unexcused absences in a nine weeks grading period will receive NO credit for each class missed.

Do we have to go to school if it snows?

Probably! The decision to cancel school or delay because of bad weather, or other emergency situations, will be made by the principal. That decision will be based upon safety of student travel and the ability of staff to reach the school. If appropriate, the school may choose to delay opening for 1-2 hours to allow time for travel conditions to improve. Generally speaking, CCHS will follow the same schedule as Avon and Wayne Township Schools. The school will notify the local television stations. Students and parents should watch WRTV-6, WISH-8, WTHR-13, or Fox-59 for notification of school cancellation. Please remember that parents can opt to excuse their student if they believe driving conditions to be unsafe.

Where is my locker?

You are assigned a locker at the beginning of each school year, and are expected to keep it organized.

Decorations and pictures inside the lockers must be neatly displayed and consistent with the values of CCHS. You should remember that your lockers are school property and as such can be searched at any time. Do not keep anything in your locker that you wouldn't want your mother or the school principal to find.

Student book bags are to be kept in your locker at all times. Coats are to be hung inside the locker. Please do not leave any items on the floors of the hallway. It is also especially important that you take appropriate measures to secure your laptop computers, calculators and purses. Please do not leave articles in the restrooms or locker rooms.

What do I have to wear to school?

First of all, we think you should honor your parents with your choices in clothing. That doesn't mean you will always agree, but that you will make an effort to listen to them.

Second, we think God cares about what you wear and wants you to consider three Biblical principles for dress. The Bible simply tells us:

- 1) that we should be moderate in our dress [1 Timothy 2:9] which means don't go out of your way to attract attention to yourself.

2) that there are some appropriate differences between the ways young men and women should dress. [Deut. 22:5]

3) that at a time when many teens try to find ways to shock adults with their choices, you should dare to be different enough not to offend anyone with what you wear. [I John 2:15]

Third, since you will be with us all day, you have to dress in such a manner that is not offensive to others. Because CCHS is open to many visitors each day and we only get one chance to make a first impression, we don't want you to embarrass the school with inappropriate clothing. CCHS staff may ask you not to wear a certain article of clothing to school again. If this happens, please respect and follow the teacher's directive. We are giving you quite a bit of freedom and in exchange we expect you to observe the following guidelines:

1. All clothing should be clean, neat and in good repair (**no holes.**)
2. No shorts are to be worn during school.
3. No clothing that exposes private parts, the midriff, undergarments, backless shirts, or sleeveless shirts.
4. No pants that sag below the waist or are cut too low.
5. Messages on shirts that promote ungodliness, controlled substances, alcohol, tobacco or other negative things will not be permitted.
6. Students will not wear hats in the building.
7. Students are to wear shoes at all times.
8. Faddish hairstyles and other decorations of a bizarre nature are not allowed. This includes body and facial piercing (nose, tongue, lip, etc.) tattoos, excessive jewelry, words or symbols cut into the hair.
9. Students are encouraged to "dress up" on special occasions.
10. **These guidelines also apply to all school-sponsored activities.**

What happens if I break a rule?

First let's make sure you know what the rules are. We have worked hard to keep these rules to a minimum and have only written those which are necessary to meet state law and helpful for managing a busy high school.

Violations of the following can lead to expulsion on the first infraction:

1. The use of tobacco, alcohol or illegal drugs, the abuse of chemical substances and immoral sexual conduct.
2. Knives, guns and weapons of any kind. This includes any object or projectile that could be a danger to you or others.

3. Deliberate destruction of school property or the property of other students, faculty or staff.
4. Sexual harassment, physical or verbal threats and insults.
5. Fighting
6. Theft.
7. Betting.
8. Pornographic materials or suggestive slogans.
9. Cheating
10. Violation of the student technology agreement. There is to be no tampering with either the school's or other student's computers. This includes changing programs, screen savers or passwords and installing unauthorized programs.

Additionally, you are asked to adhere to the following:

1. Courtesy is to be extended in all relationships (with fellow students as well as staff members.) Continued disrespect will lead to suspension and/or expulsion.
2. You are expected to do your own work and to be responsible for completing assignments. You will receive no credit for assignments completed by cheating and/or plagiarism.
3. Food is to be eaten in approved areas only. You are expected to help in keeping eating areas, classrooms and restrooms clean. No food or candy in classrooms unless it is part of a legitimate classroom activity.
4. All medications, prescription or non-prescription, are to be stored in the clinic and will be distributed by clinic staff.
5. No running in the building.
6. Graffiti is not permitted.
7. Profane, vulgar or offensive speech is considered an insult to God and others.
8. Open displays of affection such as holding hands, embracing or kissing are not permitted.
9. Cellular phones, radios, mp3 players, CD's, pagers, and other items which might distract from the school atmosphere are to be kept in lockers from 8:00 to 3:25.

The steps of discipline and consequences for any student breaking these rules depend on several things. First, which rule was broken; secondly, how many times it has happened; and thirdly, the attitude of the student. The discipline may take many forms. Some of the possible consequences are:

1. Student/teacher conference
2. Student conference with the Dean of Students
3. Parent/teacher conference
4. Parent conference with Dean of Students
5. Detention/monetary fine/service project
6. Probation (cannot hold a position of leadership while on probation)

7. Single class suspension
8. In-school suspension
9. Out-of-school suspension
10. Expulsion

What about my off-campus behavior?

Your conduct away from school is just as important as your conduct while at school. Remember that you are a representative of CCHS both on and off campus. As a Covenant student, you are accountable to the school's behavior policies even when away from the school campus. Inappropriate behavior, on or off campus, is subject to the same consequences.

Can I bring a visitor to school with me?

Occasionally, students may make arrangements for family members to visit at lunch, or for friends who are interested in enrolling in Covenant, to spend a day at school shadowing classes. We simply don't have room for friends to come for lunch or to just "hang around". In order not to disrupt the normal school day, we ask that you observe the following rules:

1. Visits should be scheduled and approved in advance by the office staff to avoid interrupting instructional or testing activities.
2. All visitors, students and adults, must report to the school office upon entering the school premises.
3. If a student wants to shadow, his/her parents must contact the school office to make arrangements.
4. Visiting students and adults are expected to observe all CCHS rules and procedures while here.

Do we get to eat lunch?

Depends on whether you plan well. You are responsible to make arrangements for your own lunch. You may bring your lunch, or order in advance the catered lunch offered 5 days a week. Lunch tickets, good for 10 lunches, may be purchased in the bookstore for \$35.00, or \$4.00 if you are paying with cash.

Lunch is to be eaten in the Commons. No food or drink is to be taken into classrooms, unless part of a legitimate educational activity. If weather permits, students may take their lunch outside the building (in the front only), where adult supervision is present.

Although lunch is an informal time for visiting and relaxing, it is not a time for nonsense, and we expect you to act accordingly. Feel free to pray individually, or as a table, before eating and enjoy your time together. It is necessary to have about eight of you at each table, so please make room for each other and don't move chairs all over the place.

Please do your part to keep the table and floor clean, as the lunch room is the first thing visitors see upon entering our school, and it is important to demonstrate your care for the building.

Can I leave the building?

Covenant is a closed campus, which means that all students must remain inside the facilities, unless under direct staff supervision. Parents must notify the school if their student needs to leave for a scheduled appointment. Students must sign themselves out after receiving authorization from the School's staff.

Authorizations to leave the campus MAY be granted for:

- Pre-scheduled appointments
- Illness (after first visiting the clinic)
- Family emergency
- Family events
- Pre-authorized internships, which do not interfere with academic class schedules
- Lunch with parent or guardian, who picks up the student

Authorization to leave the campus shall NOT be granted for any other reason, including but not limited to:

- Returning home for forgotten homework, projects, supplies
- Lunch with other family members, church pastors, etc. (They are welcome to join the student for lunch in the Commons.)

Can I drive to school?

This is a scary question, but the answer is yes. There are a few rules you must follow, however.

1. You must have a valid driver's license.
2. You must register the car you are driving with the school office. There is a \$15 annual fee for a driving permit, which includes a registration tag. Student registration tags must be properly displayed in the front window of the car driven to school.
3. You are to drive with extreme caution to prevent an accident, and not to exceed 10 mph on school property or in the Chapel Rock Christian Church parking lot.
4. You are not to be in or near your car during school hours.
5. You are to be cautioned about transporting other students to and from school without parental permission.
6. You must park in designated areas only.

If you wish to ride or drive a vehicle, such as a bicycle or scooter, which requires no license for either the vehicle or driver, you and your parents must sign the non-licensed vehicle permit request.

Violation of driving regulations may result in withdrawal of permission to drive either type of vehicle on school property.

What do I have to do to get an “A” here?

Finally, a question about academics! We don't believe that teachers give grades; we believe that students earn them. The grade you receive in class is primarily determined by your ability to demonstrate mastery, proficiency and basic understanding in a particular subject. Each classroom teacher will compute your grades using the following parameters. Each of you should be able to keep a fairly accurate record of your own progress and feel free to discuss it with your teacher from time to time. Plan to do that before or after class as he or she won't want to take up class time to discuss your individual grades. GPA's will be computed and will appear on your semester cards, but class rankings will not be published.

Our Grading Scale

A	95-100	4.00
A-	94	3.67
B+	93	3.33
B	85-92	3.00
B-	84	2.67
C+	83	2.33
C	75-82	2.00
C-	74	1.67
D	69-73	1.00
F	68 or below	0.00

Incomplete work. Incompletes are given when a student has failed to complete required work within a specific grading period due to extenuating circumstances. It is the responsibility of the student to make up the required work under the teacher's directions within the next grading period or the "I" will become an "F" for that grading period.

Extra work requests. Students or their parents often request extra work to improve grades. These requests shall not be granted just for the purpose of grade improvement. Teachers may, at their discretion, allow a student to repeat an assignment, do it in a different format, or otherwise individualize it in order to replace a low grade; this must be completed within a short time of the original assignment, not at the end of the grading period.

Reporting of grades. We will report your grades to your parents each nine weeks. Semester grades will not be reported until all financial commitments for the semester have been satisfied. If

library materials or a textbook is damaged or lost, the cost of replacement is added to the financial commitment for the student.

Honor roll. Covenant Christian High School will honor the academic achievements of our students with an honor roll. The honor roll is for students who earn a 3.5 GPA, with no "C's". Honor rolls will be published at the end of each grading period.

National Honor Society. Sophomores, juniors and seniors with a GPA of 3.5 or above, with no "C's," will be invited to apply for membership in the National Honor Society.

Are there opportunities for mission and service experiences, including overseas trips?

Covenant actively supports mission and service opportunities (foreign, national and local) which may be planned and coordinated by the churches of our students. CCHS recognizes that these trips provide valuable broadening experiences, both culturally and spiritually. If a church-sponsored mission trip is scheduled to coincide with class days, the student, if in good standing, can petition, in writing, to be granted excused absences to participate in such a trip.

Covenant schedules its own mission trip to Mexico for third and fourth year Spanish students over spring break every other year. In addition, other opportunities are available through our J-Term program. Specific details are available in the Academic Affairs Office.

Covenant also coordinates some local service opportunities, such as after-school tutoring at the 21st Century School in the Union Station.

What do I have to do to graduate?

Excellent question, and one that we hope you will ask about once a week. Our curriculum begins with a Christian worldview, expands through the traditional core of courses in English, mathematics and science, and covers the spectrum of the social studies, developing strong problem-solving and analytical skills. In addition, you will have the opportunity to explore the creative arts and music as well as foreign language. We also believe that computer literacy is an integral part of any relevant education today and that computer skills are essential.

All incoming students shall work toward the **Core 40 diploma**. One credit per semester is awarded for each course successfully completed. A full-year course in which the student passes both semesters is therefore worth two credits toward graduation. The

following are minimum standards students must achieve to receive a diploma.

Core 40 with Academic Honors. In the second semester of the sophomore year, students who are both eligible and wish to pursue the honors diploma shall indicate that preference as they select electives for their junior year.

Core 40 Diploma [44 credits]	(Academic Honors) [47 credits] [3.0 GPA required]
8 credits - Bible	8 credits - Bible
8 credits - English	8 credits - English
6 credits - Social Studies	6 credits - Social Studies
6 credits - Math*	8 credits - Math*
6 credits - Science*	6 credits - Science*
2 credits - PE/Health	2 credits - PE/Health
1 credit - Computer	1 credit - Computer
2 credits - Art/Music	2 credits - Art/Music
2 credits - For. Lang.	6-8 credits - For. Lang.
3 credits - Electives	

** Core 40 and Honors diplomas require biology, chemistry and physics in science and algebra I, geometry and algebra II in math.*

Both programs are academically challenging and designed to maximize the potential of all students while recognizing the rigors of college preparatory work and academic excellence. It is our intention that all of our students are prepared to pursue further education, enter directly into the world of work, or answer a mission call upon their graduation from CCHS.

Graduation qualification exam. The State of Indiana requires all graduates pass ISTEP+ to qualify for a diploma. The test is now administered to freshmen as well as sophomores. If a student fails to meet the minimum standard for any section of ISTEP+, he or she *shall* participate in a school-sponsored remediation program to be scheduled either during the school year or in the summer; a small fee may be charged. If a student fails to participate in the remediation program, AND fails to meet the state's minimum standard when ISTEP+ is retaken, he or she shall be considered as NOT in good standing, and subject to dismissal.

How can I get a school letter?

Covenant awards three types of school letters. We give letters for varsity sports, music and academic merit. All may be applied on the official CCHS letter jacket.

Athletic letters and chevrons are awarded according to policies published in the CCHS athletic handbook.

An academic letter is awarded to a student who accumulates 150 points based on each semester's GPA, extra-curricular competition (other than sports), math competitions, SAT, and ACT scores. A letter is usually not earned before the junior year. For every 100 additional points, a student will earn a chevron.

Music letters and chevrons are granted for accumulating the requisite participation points. A music letter usually requires at least two years of active participation in school concerts and activities and individual contests.

Do you have any after school activities other than athletics?

Covenant offers Pep Band, National Honor Society, Student Council, Math Club, Spanish Club, Civics Club, Thespian Society, Speech & Debate, Rocket Team, Student Mentoring, Peer Tutoring, Lacrosse and Swimming . Other school-sponsored clubs and activities may be initiated by petitioning the administration in writing.

What if I lose something?

Most "misplaced" items will end up in the lost and found box located near the bookstore. These items are kept in the box until the end of the month. Unclaimed items are then taken to the nearest Goodwill store as a donation. Items of greater value such as, jewelry, eye glasses, electronics, etc., will be kept in the office until the end of the school year.

What if I have special health needs?

Medications. We can administer medication to students only if guidelines are followed as directed by Indiana law and CCHS policy: **All medication needed while at school must be brought to the Nurse's Office to be dispensed.** Please try to schedule medication outside of school hours, if possible.

1. A **non-prescription medication** must be sent in the original container with written permission from the pupil's parent or guardian (including name of medication, dosage and frequency to be given, reason for giving, and student's name and date). If you would like your child to receive Tylenol, Advil or Tums from school, please sign and return that form.

2. A **prescription drug** must be accompanied by a written order of the physician (a current pharmacy label on the medication is sufficient) AND a note from the parent giving permission. Please send only the amount needed to be given from school; pharmacists

will provide an extra labeled bottle for this purpose. Medication is kept in a locked cabinet. Students are allowed to carry inhalers if a) a parental permission note is on file, b) the inhaler is labeled, and c) a copy of the prescription is on file in the office.

Testing for hearing and scoliosis. Hearing testing is done for grade 10 plus all new students and any referred by a parent or teacher. Postural screening is done for grade 9 and any referred by a parent or teacher. A signed, dated note from the parent must be received in the school office by the screening date for a student to be excused from the screening.

Immunizations. Indiana law requires verification of a second MMR, as well as at least three DTPs and four OPVs, from a physician or health clinic for entry into high school. Please contact the office if you need information on religious or medical exemptions.

When can I visit the Library Media Center?

1. The library opens each school day at 7:45 a.m. and closes at 4:00 p.m.
2. You may visit the library before school, during lunch, after school and in between classes to use library materials.
3. A pass from a teacher is required to come to the library. The only exception to this policy is during your lunch period.
4. Use of the library by study hall students may be restricted when classes are scheduled to be in the library.

What are the rules for library use?

1. When entering the library, please sign in on the clipboard at the circulation desk and show your pass to the librarian. When leaving, you should sign out by writing the departure time on the clipboard.
2. Quiet talking is allowed for cooperative learning purposes. Social talking and visiting are not allowed.
3. You are expected to take a seat at a table or computer workstation upon arrival.
4. Eating, sleeping, drinking and card playing are not allowed.
5. All regular school guidelines apply to library behavior.
6. If you do not follow the library guidelines, you may lose your library privileges. You will be given a warning regarding your behavior. Your teacher will be informed of your behavior and any library restrictions that may be imposed.

7. Computer settings may not be changed and programs may not be added to the computers in the library. Violation of this rule will result in a restriction of computer use.

8. Headphones may NOT be used in the library unless you are reviewing a PowerPoint program or an Internet site that requires their use for you to obtain needed information.

9. Laptop computers must be signed out by the teacher for whom the class work is being done.

10. Graphing calculators are loaned for short term use ONLY. Students may not sign them out for a whole semester. There is a limited number available.

In most cases, Covenant prefers to NOT allow reference books - that are part of a set - to circulate. Being part of a set, we cannot replace them.

The Library has been designated as a place for student study, research and SAT tutoring. In keeping with this policy, CCHS Administration requires that students refrain from all recreational activities on the computer workstations in the library. Students will only be permitted to use the computers for study and research purposes, and they must have a valid pass from a teacher when coming from a study hall or classroom. Students may use the library during their lunch hour for study, typing papers or quiet reading only.

How can I check out library materials?

1. You must have a signed library card to check out CCHS library material.
2. This card can be used at any branch of the Indianapolis-Marion County Public Library and Covenant Christian High School library. It is good until you graduate from or leave CCHS.
3. This card is for your use only. YOU SHOULD NOT ALLOW OTHER STUDENTS TO CHECK OUT MATERIALS ON YOUR ID CARD. YOU ARE RESPONSIBLE FOR ALL MATERIALS CHECKED OUT ON YOUR CARD. IF YOUR LIBRARY CARD IS LOST OR STOLEN, YOU ARE RESPONSIBLE FOR IMMEDIATELY INFORMING THE CCHS LIBRARIAN.
4. If you lose your card, it will cost \$3.00 to obtain another card.
5. Students may place holds at the circulation desk, from CCHS computers, and from home on materials from the Indianapolis-Marion County Public Library for pickup at the CCHS library. You will be notified to pick up material at the end of the day.

6. Covenant Christian High School library does not monitor or collect fines owed to IMCPL. We encourage you to take care of these fines.

How long can I keep checked-out materials?

You can check out books and videos for 2 weeks. Reference books may be checked out overnight unless there is a current class project using those specific reference books. There are laptops available to be checked out for use in the library.

What happens if I lose or damage a library book?

Books from the CCHS library that are lost during the school year will be paid for in total at current replacement costs. You assume this responsibility when you check out materials. A receipt will be given to you upon payment for the lost book. You will also be charged a non-refundable \$5.00 processing fee by the Indianapolis-Marion County Public Library. If you find the book and return it, you will be reimbursed the amount you paid for the book.

For non-CCHS books, the Indianapolis-Marion County Public Library charges the replacement cost of the book plus a \$5.00 processing fee for books that are lost and/or damaged. This must be paid at an Indianapolis-Marion County branch library.

What about athletics?

As a member of the Indiana High School Athletic Association, we are subject to all rules and regulations of that organization. All student athletes must meet IHSAA eligibility requirements to participate. Covenant is eligible for state tournaments in all sports.

If you participate in CCHS athletics, you are expected to:

1. **maintain good standing academically.** To be eligible scholastically, you must have received passing grades at the end of your last grading period in school in at least five full credit subjects or the equivalent (but you cannot have failed more than one class the previous semester) and must be currently enrolled in at least five full credit subjects or the equivalent. Semester grades take precedence. Any students failing a class at the semester mid-term point will be held out of practices and games until that grade(s) becomes passing.
2. **demonstrate proper conduct at school in all of your classes.** Student athletes who are suspended from classes will

not be allowed to participate in athletics until they have satisfied all discipline measures.

3. **attend practices consistently and commit your attention and cooperation to the coaching staff.**

4. **demonstrate good sportsmanship at all times.** Swearing, taunting opponents or talking back to officials will not be tolerated by CCHS. We truly want to be different in this area.

Specific instructions and requirements for each sport will be distributed by the coaches. No student will be allowed to participate in practice unless he/she has a signed IHSAA physical examination and a signed parent's permission slip on file in the athletic office.

CCHS Athletic Program

	Fall	Winter	Spring
Girls	Soccer Cross Country Golf	Basketball	Softball Track
		Swimming	Tennis
	Volleyball		Lacrosse (club)
Boys	Soccer Cross Country Tennis	Basketball	Baseball Track Golf

How can parents assist the various athletic programs? Parent-volunteers are needed to provide snacks for athletic teams prior to contests, as well as helping coaches with logistics and other administrative tasks.

Parents can join the Warrior Booster Club which assists the athletic director in all aspects of our interscholastic sports programs. The WBC coordinates volunteers for such areas as concession sales, public address announcers, scouting and video-taping of games. The WBC also assures that fundraising efforts by the club (such as spirit gear, buttons, dinners, cookies, etc.) and individual teams are coordinated and approved by school administration, and that the uses for the funds are appropriate.

Does tuition pay for it all?

The Board of Directors of Covenant is committed to providing a truly distinctive and outstanding opportunity to develop your Christian worldview and to excel academically. To accomplish these

lofty objectives, we must have top-quality and committed staff and well-designed and maintained facilities. Our building is God's provision through the vision and generosity of Don and Phyllis Laskowski and the New Covenant Foundation.

Operating Budget. The annual operating budget of almost \$2.7 million is funded by tuition and fees, currently \$8,081. Over 75% of these costs directly relate to instruction and another 17% cover expenses of operating the facilities; the remaining 8% covers general expenses.

Financial Assistance. It has been the policy of the Board of Directors that CCHS should be kept within the financial reach of families throughout the body of Christ.

Families who demonstrate financial need may apply for financial assistance in the form of outright aid, discounts for siblings at CCHS or at our sister K-8 schools, and work tuition programs.

To fund these financial assistance grants, CCHS continues to be dependent on God's people who share our vision through contributions, donations and participation in fund-raising activities.

How can we help?

Direct contributions and donations. There are a variety of opportunities to partner with us in our endeavors. You may make unrestricted donations to the school, or you may direct our use of your gifts to support financial assistance, a specific academic department, the library, music, art or athletics. Since CCHS is accredited by both the Indiana Department of Education and the Association of Christian Schools International, we are eligible to receive matching grants from employers

Annual Support

\$100K Club, seeking 100 donors, each willing to contribute at least \$1,000 per year.

2010 Program, seeking 2,000 donors, each cheerfully giving at least \$10 per month.

Other donations as led by the Lord.

Facility Needs

\$1.5 million for two large classrooms, teachers' work room, track, softball diamond and additional parking

\$4.8 million for a 400-seat auditorium and additional space for library expansion and student support

\$1.0 million for four additional classrooms

\$2.0 million to expand the gymnasium for a second basketball court and additional locker rooms

Financial Assistance Endowment Fund

\$2.0 million target; this includes the **Scholarship Walk** of imprinted commemorative bricks from donors of \$1,000.

Fund-raising activities_ ***“Passive” fundraising***

CCHS SCRIP means “substitute money.” National and local retailers who want to both build customer loyalty and support educational organizations sell negotiable certificates or gift cards at discounts to non-profit groups. Because the SCRIP is purchased with cash up front, CCHS is able to purchase these certificates and gift cards at a discount (ranging from 2% to 25%), and sell them at full face value. Instead of CCHS keeping all the profit, it is divided equally between the school and the purchaser’s tuition account. The 50% retained by the school is invested in academic materials and teacher training, further benefiting all students. Also, local stores, such as Kroger, Marsh, and Wal-Mart, sell us **certificates** at a discount for resale at face value for redemption in merchandise.

Community support programs. Merchants, such as Meijer and Target, operate their own programs which share profits with educational and community service non-profit organizations. Parents can help the school by signing up either in one of the stores or on its website.

Direct merchant support. Certain merchants, such as Ted Williams Select Auto and Danville Chrysler, share part of their profits with CCHS when parents purchase their products.

“Active” fundraising

The largest fundraising activity is a gala dinner and auction, called **Covenant Celebrates**. The success of our fundraiser is dependent on every CCHS family, and we ask you to prayerfully consider being involved with as many of the following opportunities that you can:

- volunteer to work on one of the event committees
- donate at least two items for the auction, and/or ask merchants you deal with to donate items or certificates
- ask your employer to sponsor a table and/or to advertise in the program
- purchase, or get others to join you in purchasing a table, inviting and invite your friends and relatives (especially those who may not know much about our school) to attend.