



COVENANT CHRISTIAN HIGH SCHOOL

STUDENT & FAMILY HANDBOOK

*This Handbook is a live and working document and may be updated at any time.

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Who We Are

Mission Statement

Covenant Christian High School is dedicated to providing an excellent, Christ-centered education, equipping students for a life of scholarship, leadership, and service.

Core Values

Truth: Revealed by God via Scripture and creation and received by faith for the renewing of minds.

Relationships: Pursuit of knowing God and one another with loving respect, dignity & accountability.

Engagement: Faithful interaction with our world through scholarship, leadership, and service

Our Credo:



MINDS ENLIGHTENED

“I pray that the eyes of your heart may be enlightened in order that you may know the hope to which he has called you.” – Ephesians 1:18

Christian Worldview: Students will embrace the singular and cohesive impact of biblical truth on human life in contrast to the inadequacy of other worldviews.

Critical Thinking: Students will exhibit intellectual drive, autonomy, and originality through the ability to envision a clear course of gathering and analyzing relevant information toward responsible, powerful conclusions.

Historical Perspective: Students will discover their faith within the grand scope of God’s providential, redemptive work in history and through the church.

Effective Communication: Students will express the essential meaning and consequences of ideas through visual, verbal, and written modes with clarity and persuasion.

Hearts Inflamed

If you keep my commands, you will remain in my love...so that my joy may be in you and that your joy may be complete." – John 15:11

Authentic Faith: Students will experience a trusting and loving relationship with Christ marked by a primary loyalty to his truth permeating all aspects of life.

Aesthetic Appreciation: Students will perceive the beauty and wonder of the natural world that results in a distinct and sustaining enthusiasm for life.

Communal Presence: Students will connect with a loving and diverse community that helps shape and inform their spiritual, academic, and professional trajectory.

Cultural Engagement: Students will participate in the public exchange of ideas, art, and politics while offering redemptive contributions of service through a diverse cultural understanding of society.

Lives Transformed

"Do not conform to the pattern of this world, but be transformed by the renewing of your mind. Then you will be able to test and approve what God's will is—his good, pleasing and perfect will." - Romans 12:2

Moral Consciousness: Students will understand the moral corollary to faith and embody the Christian virtues (faith, hope, love) along with the classic virtues (temperance, wisdom, fortitude, justice).

Life Preparedness: Students will possess a maturing emotional health, self-knowledge, personal responsibility, communal awareness, and interpersonal skills that would benefit all their life pursuits.

Technological Proficiency: Students will employ the practical and ethical limits of their resources for the effectiveness of their work and flourishing of life.

Resource Stewardship: Students will order their provisions (time, work, space, natural environment, wealth, possessions, physical bodies, information) in a biblical, life-affirming, and sustainable way.

"I do not seek to understand so that I may believe; but I believe so that I may understand." -Anselm, Proslogion

A Christian High School

At Covenant Christian High School, **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 educational program is rooted in Romans 12:2: "Do not conform any longer to the pattern of this world, but be transformed by the renewing of your mind."

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

We expect a lot from students academically because we want them to succeed. We believe that God intends us to do our best at whatever task is put before us. Colossians 3:23 says, "Whatever students do, do their work heartily, as for the Lord rather than for men..."

Success at Covenant requires students to take their studies seriously.

We understand that all students are in different places in their spiritual journey. Although we don't require every student to be a Christian, we expect all students to participate positively in the culture that the school is trying to maintain. Students' behavior is a key witness the school has to other people.

Belonging and Dignity

At Covenant Christian High School, we believe that every student is created in the image of God and therefore possesses inherent worth, dignity, and purpose. We are committed to cultivating a community where all students feel known, seen, valued, and included. We recognize that true belonging is not achieved through uniformity, but through the celebration of the variety of gifts and backgrounds. Our desire is for every student to experience Covenant as a place of love, respect, and opportunity, where they can fully participate in the life of the school and grow into the person God created them to be. We seek to reflect the Kingdom of God in the way we love, learn, live together, and grow.

In all we do, we strive to reflect the heart of Christ, full of grace and truth (John 1:14), welcoming one another as He has welcomed us (Romans 15:7), bearing with one another in love (Ephesians 4:2), and speaking the truth with grace (Ephesians 4:15). The Bible calls us to build one another up, to pursue reconciliation when there is hurt, and to create a space where every student can grow confidently in faith, wisdom, and purpose. We desire that every member of our community experiences school as a place where they are deeply known and deeply challenged to become all that God has called them to be.

The School Year & The School Day

The School Year

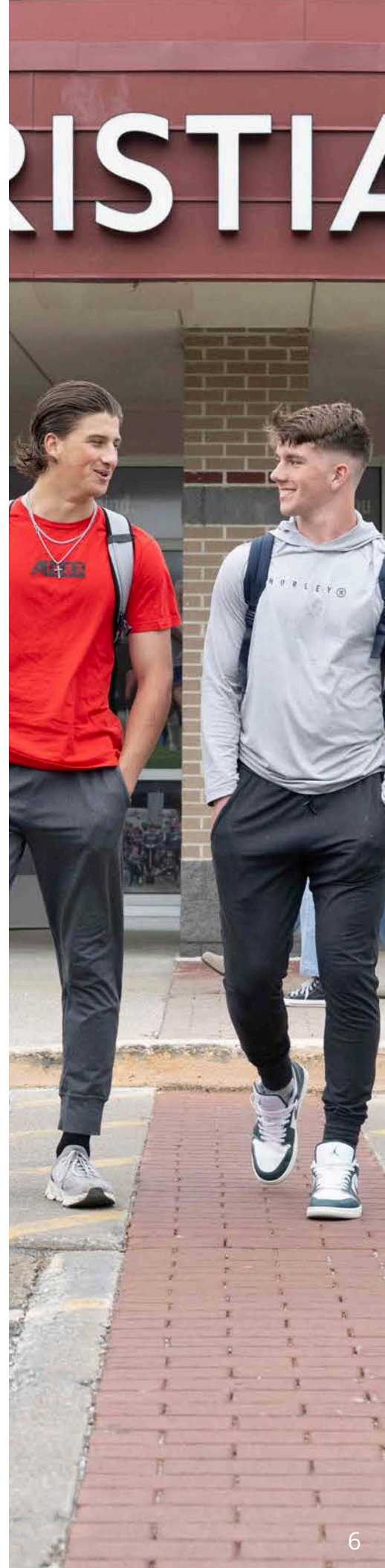
The academic year at Covenant Christian High School is intentionally structured to integrate rigorous scholarship with holistic spiritual formation. Operating on a two-semester system, the school year commences in late July or early August and concludes in late May. Key milestones throughout the year (including Orientation, Freshman and Senior Retreats, J-Term, and service-learning opportunities such as GoneServin') serve as foundational components of the student experience. Regular assemblies and House meetings reinforce institutional connection and foster a sense of community. Each season is designed with the specific intent of supporting students as they grow in both knowledge and character.

The School Day

Students are expected to be present in their first-period classroom, seated, and fully prepared for instruction prior to the 8:30 a.m. bell. Academic readiness requires that students have all necessary materials available and be prepared to engage with the curriculum immediately upon the start of the period. While the master bell schedule provides the structural framework for the school day, the instructor retains final authority over classroom dismissal. Students are expected to remain engaged with the lesson and refrain from packing materials or vacating their seats until the instructor has formally concluded the session.

Passing Periods and Restroom Breaks

Five-minute passing periods are scheduled between classes to provide time to visit the restroom and lockers, as needed. Restroom breaks taken in the first or last 10 minutes of class will be counted as a tardy, and passing periods should be prioritized for using the restroom to minimize hallway and class period distractions.



The School Day

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
AM	PERIOD 1 8:30 - 9:15	PERIOD 2 8:30 - 9:25	PERIOD 1 8:30 - 9:25	PERIOD 1 8:30 - 9:25	PERIOD 1 8:30 - 9:25
	PERIOD 2 9:20 - 10:05	PERIOD 3 9:30 - 10:25	PERIOD 3 9:30 - 10:25	PERIOD 2 9:30 - 10:25	PERIOD 2 9:30 - 10:25
	PERIOD 3 10:10 - 10:55	SRT 1 10:25 - 11:00	EXTENDED PASSING PERIOD 10:25 - 10:35	SRT 2 10:25 - 11:00	ASSEMBLY 30 MIN. 10:30 - 11:00
	PERIOD 4 11:00 - 11:45	PERIOD 4 11:05 - 12:00	PERIOD 4 10:35 - 11:30	PERIOD 4 11:05 - 12:00	PERIOD 3 11:05 - 12:00
PM	LUNCH A 11:45 - 12:10 PERIOD 5A 12:15 - 1:00	LUNCH A 12:00 - 12:30 PERIOD 4A 12:35 - 1:30	LUNCH A 11:30 - 12:00 PERIOD 5A 12:05 - 1:00	LUNCH A 12:00 - 12:30 PERIOD 5A 12:35 - 1:30	LUNCH A 12:00 - 12:30 PERIOD 5A 12:35 - 1:30
	PERIOD 5B 11:50 - 12:35 LUNCH B 12:35 - 1:00	PERIOD 4B 12:05 - 1:00 LUNCH B 1:00 - 1:30	PERIOD 5B 11:35 - 12:30 LUNCH B 12:30 - 1:00	PERIOD 5B 12:05 - 1:00 LUNCH B 1:00 - 1:30	PERIOD 5B 12:05 - 1:00 LUNCH B 1:00 - 1:30
	PERIOD 6 1:05 - 1:50	PERIOD 6B 12:05 - 1:00 LUNCH B 1:00 - 1:30	PERIOD 5B 11:35 - 12:30 LUNCH B 12:30 - 1:00	PERIOD 5B 12:05 - 1:00 LUNCH B 1:00 - 1:30	PERIOD 5B 12:05 - 1:00 LUNCH B 1:00 - 1:30
	PERIOD 7 1:55 - 2:40	PERIOD 7 1:35 - 2:30	PERIOD 7 1:05 - 2:00	PERIOD 6 1:35 - 2:30	PERIOD 6 1:35 - 2:30
	PERIOD 8 2:45 - 3:30	PERIOD 8 2:35 - 3:30	PERIOD 8 2:05 - 3:00	PERIOD 8 2:35 - 3:30	PERIOD 7 2:35 - 3:30
	SCHOOL IS DISMISSED AT 3:30				
	OFFICE HOURS 3:30 - 4:00	OFFICE HOURS 3:30 - 4:00	EARLY DISMISSAL ON WEDNESDAY	OFFICE HOURS 3:30 - 4:00	OFFICE HOURS 3:30 - 4:00

[View Printable Schedules](#)

School is dismissed at 3:30. Office Hours: 3:30-4:00

Wednesday: Early Dismissal. For early dismissal and special schedules, please see the schedules posted on our website.

Lunch

Students are responsible for making arrangements for lunch. Students may bring their own food or order through Schoolhouse Fare Choice Lunches, our approved online catering service. Students must remain on campus during lunch. There is no open campus for lunch, and DoorDash/Uber Eats-type deliveries are not permitted at any time.

Before/After School

Students may arrive and sit in the supervised commons any time after 6:30 am. Students may stay after school, but only in staff-supervised areas or activities. Students are to report to the Commons area at 4:00 if they are not involved in an extracurricular activity. Students can remain in the Commons area until they are picked up by a parent or designee anytime before 5.30 pm. The Commons is not supervised after this time. On days with early dismissal, after-school supervision will conclude two hours following the dismissal time.

Late Pickup

All students are expected to be picked up **no later than 5.30 pm** unless they are participating in a supervised after-school activity. After 5.30 pm, a late pickup charge of \$10 per 15-minute increment will apply and will be charged directly to student accounts.

For after-School Games, Practices, and Events, students should be picked up within 15 minutes of the stated end time of a practice, game, or event. A \$10 charge per 15-minute increment will apply after the 15-minute window has passed. Coaches and event supervisors are not available to supervise students beyond this time.

If you anticipate being late, we ask that you notify the school office or coach in advance whenever possible.

Attendance & Absences

Attendance is Key

Success at Covenant is about more than the gradebook and assignments; it is being present for key class time as well as for all the other events and communities that make Covenant a unique place. Our attendance policies reflect the importance that we place on presence and active participation in our community.

Absences

Absences will be recorded as either excused or unexcused. Attendance records are kept as part of the student's permanent record. Students absent for more than 10 days in a semester may have their class credit reviewed at the discretion of the Academic Dean and the Dean of Students.

Excused absences include:

- a. Death in the family and/or attendance at funerals
- b. Weddings of close family members
- c. Graduation of immediate family members
- d. 2 or 3 Official college visits (see college visit section)
- e. Student injury or illness
- f. Medical appointments that cannot be scheduled outside school hours (a note from the provider must be submitted to the front office within ten days of the appointment)

(Continued on next page.)

Examples of absences during the school day that are not excused include:

- Family vacations/trips (see above for exceptions)
- Extra-curricular trips (see above for exceptions)
- Mission/Service trips*
- Medical appointments where a note from the provider is not submitted
- BMV appointments

With the exception of the two 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 on a case-by-case basis.**In accordance with Indiana law, students supplying the proper notification to the office and participating in the following events are not counted absent:**

- Page or honoree in the Indiana General Assembly
- Subpoenaed court appearance
- Assisting a political candidate or the election process
- National Guard duty
- School-sponsored field trips
- School-sanctioned college visits (see below)
- Testing associated with enlisting in the military

College Visits

The following number of official college visit days are excused:

- Freshmen and Sophomores: Maximum 2 visit days per year.
- Juniors and Seniors: Maximum 3 visit days per year.

The following documentation must be provided for each eligible college visit to be excused:

- Completed pre-arranged absence form
- Official documentation from the college regarding the visit

Please note that college days are not stackable, and the number of excused absences for college visits is strictly as listed above.

Career Visit Days

To account for some students entering the workforce following graduation from Covenant, seniors are permitted to substitute any of their college visit days for officially organized career visit days organized by a workplace organization. Single work days at a student's place of work will not be excused. Comparable official documentation to college visit days will be required for such days to be excused.

(Continued on next page.)

Communicated illness-related absences are considered excused absences. In general, students have the same number of days to make up assignments as the total number of days missed (not including weekends). Students are expected to communicate and coordinate with their teachers to establish new deadlines for any missed work.

Mission and Service Trips

Covenant 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. While such trips are celebrated, we highly encourage families to take such trips during the weeks of breaks during the year. For Indiana DOE reporting purposes, we are unable to excuse absences of this nature during a normal school day.

Make-Up Assignments

Regular attendance and punctuality are essential for student success. Students may make up work missed during an excused absence and are responsible for arranging it. The Pre-arranged Absence form should be used to communicate with teachers. Students must contact each teacher regarding missed tests and assignments and complete makeup work within the designated timeframe, generally equal to the number of school days missed (excluding weekends).

If a test or project was scheduled before the absence, students should be prepared to complete or submit it upon returning. For unexcused absences, no additional time is provided for makeup work; however, students may take missed assessments and submit assignments immediately upon return. CCHS requires all students to complete final examinations. If a student misses a final exam due to an excused absence, the course grade will be recorded as "Incomplete" until the exam is completed at a mutually agreed-upon time.

For additional questions regarding attendance or missed assignments, please email attendance@covenantchristian.org.

Late to Class

Between each class period, students have 5 minutes before their next class begins. If students arrive late to class, they must have a pass, or they will be counted as tardy. Each student is allowed 6 tardies per semester without penalty. The 7th tardy will result in a detention. Beyond this, a continued pattern of tardiness can result in further detentions, attendance at Saturday School, or suspension.

SRT Periods

SRT stands for Student Resource Time. The "SRT" schedule provides students with a variety of educational options built into the school day (see schedule). Students use this time to do homework, receive additional help from teachers, utilize the Media Center and Computer Lab, participate in peer tutoring, attend clubs, or simply relax and unwind. This period teaches students to balance freedom and responsibility. This is an essential skill to have as they prepare to transition to college.

Lockers

Students are assigned a locker at the start of the 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. Student lockers are school property and, as such, can be searched at any time.

Coats and cell phones are to be kept inside the student's locker. Please do not leave any items in hallways or classrooms. It is especially important that students take appropriate measures to secure their valuable items. We strongly recommend that students leave their valuables at home whenever possible. The school is not responsible for any lost or stolen items.



Student Expectations

Dress Code

Students at Covenant should honor both the school and their parents with their choices in clothing. The Bible simply tells us that we should be moderate in our dress (I Timothy 2:9), which means students shouldn't go out of their way to attract undue attention to themselves.

Since students will be with us all day, they have to dress in a manner that is consistent with the school's culture. Also, because CCHS is open to many visitors daily, we want our students to make a good impression in conduct and appearance. CCHS staff may ask students not to wear a certain article of clothing to school again, or to change into school-provided clothing. If this happens, students must follow the faculty or staff member's directive.

We expect students to observe the following:

1. All clothing should be clean, neat, and in good repair (no holes.)
2. Shorts are not permitted, except on designated Shorts Days.
3. Students will not wear clothing that is overly tight or exposes private parts, the midriff, undergarments, or backless shirts.
4. No pants that sag below the waist or are cut too low.
5. No leggings (even on out of dress code days)
6. Inappropriate messaging, or clothing that promotes controlled substances, alcohol, tobacco, or sexual innuendo, will not be permitted.
7. Students will not wear hats in the building.
8. Students are to wear shoes at all times.
9. Students' clothing and appearance should be in accordance with their gender.
10. No body piercings other than earrings. Facial piercings must be removed.
11. No excessive jewelry. This is a safety issue.
12. Students are encouraged to dress up on special occasions.

Unless otherwise stated, these dress code expectations apply to all school-sponsored activities, including field trips, athletic, and fine arts events.

When a question arises about what is permitted, the final decision will be made at the Dean of Students' discretion.

Dress Code - Approved Examples



OKAY FOR SCHOOL

GIRLS



- ✓ An uninterrupted line of clothing covering the body to the shoulder when arm is extended along the side.
- ✓ Appropriate necklines and clothing that completely covers all undergarments.
- ✓ Pants in good clean condition, without holes rips or shreds.
- ✓ Appropriate footwear must be worn for health and safety reasons.

BOYS



- ✓ An uninterrupted line of clothing covering the body past the shoulders when arm is extended along the side.
- ✓ Appropriate necklines and clothing that completely covers all undergarments.
- ✓ Pants in good clean condition, without holes rips or shreds.
- ✓ Appropriate footwear must be worn for health and safety reasons.

Dress Code - Violation Examples



LEAVE AT HOME

GIRLS



- ✗ Hats, bandanas or headgear.
- ✗ Spaghetti straps, tube tops or shirts showing bra straps.
- ✗ Low-cut tops or midriff showing.
- ✗ Inappropriate graphics or expressions.
- ✗ Very short skirts or shorts.
- ✗ Undergarments showing.
- ✗ Leggings, yoga pants, tights, or athletic compression pants
- ✗ Pajama pants

BOYS



- ✗ Hats, bandanas or headgear.
- ✗ Tank tops, muscle shirts or basketball jerseys.
- ✗ Inappropriate graphics or expressions.
- ✗ Undergarments showing.
- ✗ Sagging pants or shorts.
- ✗ Pajama pants.

Technology Policy

Responsible Use of Technology

At Covenant Christian High School, we recognize that technology is a powerful tool for learning, communication, and creativity. As stewards of God's gifts (1 Corinthians 10:31), students are expected to use technology in ways that honor Christ, promote personal growth, and respect the integrity of our school community. Whether using school devices or personal phones and laptops, students must demonstrate responsibility, discernment, and self-control in both academic and social contexts.

Technology should be used to enhance learning, not distract from it. Students are expected to follow all classroom and school policies regarding device use, internet access, and digital communication. Inappropriate content, cyberbullying, academic dishonesty, and misuse of social media are taken seriously and will be addressed in accordance with our restorative approach to discipline. Students are reminded that their digital footprint reflects their character and values, even outside of school hours and off campus.

We aim to partner with families in cultivating digital wisdom, teaching students not only how to use technology skillfully, but also how to approach it with a biblical worldview - seeking truth, protecting dignity, and using their influence to glorify God (Philippians 4:8).

The following list of activities is prohibited, no matter if the student is using a Covenant-issued or personal device. These actions may result in disciplinary action:

Privacy and Liability

- Sharing a student's IDs or passwords (either their own or someone else's)
- Displaying, sending, or creating offensive messages or pictures
- Harassing, bullying, insulting, or attacking others using technology
- Electronic trespassing (unauthorized entry)
- Misrepresentation when setting up or using an account
- Theft of material in violation of copyright or licensing laws
- Inappropriate sexual behavior, including displaying, creating, or sharing messages or images
- Any online content that compromises the welfare of any student or the reputation of Covenant Christian High School

Network and Data Security

- Bypassing the network filters
- Attempts to harm or destroy relevant data
- Connecting an unauthorized device to the network

Equipment

- Damaging or attempting to damage devices or other technology use

AI & Cell Phone Policy

Use of Artificial Intelligence (AI)

Artificial intelligence (AI) tools are changing the landscape of education. While AI can be a powerful resource, it also presents challenges related to academic integrity, critical thinking, and authentic learning. It is important that students, parents, and teachers understand that while AI tools like ChatGPT can generate text that appears in the form of suggestions, they are designed to predict what is most likely to be correct based on the data they've been given, which isn't always accurate.

Covenant Christian High School AI Philosophy

At Covenant Christian High School, we believe artificial intelligence can, at times, be a useful tool to enhance Christ-centered education when used responsibly and thoughtfully. AI will never replace the importance of human creativity, critical thinking, and authentic relationships, but it can serve as an aid that supports these values. We commit to a balanced, human-centered approach where AI is used to foster engagement, uphold truth, and strengthen the learning process. All use must reflect our AI standards of academic integrity, transparency, and respect for privacy. By guiding students, faculty, and staff in ethical, purposeful use through a Christian Worldview, we will equip those in our CCHS community to use technology wisely and faithfully.

Covenant AI Use Scale for Student Work

	Student Use of AI Tools	Requirements
No AI Use	Students must complete the assignment entirely without AI assistance	No AI tools allowed at any point in the process. Work must reflect a student's independent effort.
Limited AI Use	Students may use AI to complete specific tasks that are designated by the teacher, and then students critically engage with the results by evaluating AI's output.	<p>As part of the learning process, AI can be used on a designated task before creating a final product.</p> <p>Examples:</p> <p>AI for Additional Practice — students use AI to generate and complete several new practice problems before trying the class' review sheet or homework on their own.</p> <p>AI for Editing — students can use AI to check grammar, spelling, and structure, but their ideas must be authentic and not AI-generated. (The teacher is encouraged to require an original unedited draft for comparison.)</p> <p>AI for Brainstorming & Outlining — students may use AI to generate ideas or help organize their thoughts. (If required by the teacher, students should include any AI-generated planning in an appendix.)</p>
Full AI Collaboration	Students may use AI extensively as a tool to co-create content.	AI is the co-pilot. Transparency and integrity are expected. Citation of tools and reflection on AI use is highly encouraged.

*Covenant AI Use Scale design adapted from Perkins, M., Furze, L., Roe, J., & MacVaugh, J. (2024). *The Artificial Intelligence Assessment Scale (AIAS): A Framework for ethical integration of Generative AI in educational assessment*. *Journal of University Teaching and Learning Practice*, 21(06). <https://doi.org/10.53761/q3azde36>

Teachers will specify the AI use level for each assignment. Using AI at a higher level than permitted is an academic integrity violation.

Cell Phone and Smart Device Policy

At Covenant Christian High School, we believe that learning best occurs in an environment free from unnecessary distractions. While we recognize that cell phones and smart devices are a part of modern life, we also believe that healthy boundaries around technology foster stronger attention, deeper relationships, and greater personal responsibility.

During the school day (8:00 AM – 3:30 PM, 3:00 PM Wednesdays), student cell phones and smart devices (such as smartwatches and earbuds) must be silenced and stored out of sight in lockers unless explicitly permitted by a teacher for educational purposes. This includes classrooms, hallways, restrooms, and other common areas, and during lunch and SRT periods. Students may access their phones before school and after dismissal, unless otherwise directed.

Unauthorized use of cell phones or smart devices during class time or restricted periods will result in the device being confiscated until the end of the school day. A first offense will result in the phone being confiscated and secured in the Dean of Students' office. The phone may then be retrieved by the student at the end of the day. For further offenses, the phone must be retrieved by a parent or guardian.

Use of laptop computers to send text messages or mirror cell phone devices is strictly prohibited. Students using their laptops in this way will have their devices confiscated and they will be asked to use a loaner laptop for the remainder of the day.

We encourage students to be fully present. To engage with their peers, teachers, and learning without the constant pull of digital distraction.

Families are asked to support this culture by refraining from calling or texting students during school hours, except in cases of emergency. If a parent needs to reach a student during the day, they should contact the main office.

Our goal is not simply to enforce rules, but to help students develop digital responsibility and maturity, and in turn, preparing them to use technology wisely in all areas of life.

Smart glasses (such as Meta/Ray-ban glasses) are **not permitted** on campus at any time.

Network & Loaner Laptops

Connection to Covenant's Network

Students are authorized to connect personal devices such as a tablet (iPad, Kindle, etc.) or phone to the CCHS Guest Wireless Network. Other network devices like cell phone boosters, wireless hotspots, network-attached storage, and network printers are prohibited. Personal printers are not needed; Covenant Christian High School provides the ability for students to print at no charge at several locations around campus.

Loaner Laptop Devices

To support students in maintaining access to learning resources when their primary device is unavailable, Covenant Christian High School provides loaner laptops through the school library. Use of a loaner laptop is a privilege that must be handled with responsibility and respect.

Eligibility and Use

Loaner laptops are available to students whose personal or school-issued device is temporarily nonfunctional or unavailable. Students must check out loaner laptops through the library staff and may be required to provide their student ID. Loaner laptops are intended for academic use only and are subject to the school's Acceptable Use and Technology Policies.

Loan Period and Return

Loaner laptops must be returned by the end of the school day unless otherwise approved by a staff member.

Failure to return the laptop on time may result in:

- A daily late fee is charged to your student account
- Temporary suspension of loaner privileges
- Disciplinary action if noncompliance persists

Care and Responsibility

Students are responsible for the care and safekeeping of the loaner laptop while it is checked out. Any damage, loss, or malfunction must be reported immediately to the library staff. Students' families may be held financially responsible for negligent damage or loss of a loaner device.

Consequences for Misuse

Misuse of a loaner laptop, including unauthorized installations, tampering, or inappropriate internet use, will result in the loss of loaner privileges and may lead to further disciplinary action.

By checking out a loaner laptop, students and their families acknowledge and agree to abide by this policy.

Cultural Expectations & Discipline

Maintaining the Covenant culture is critical and, as such, there are some foundational expectations that we have of all our students.

To maintain the culture of our school, the following expectations apply:

1. Courtesy and respect should be extended in all relationships (with fellow students as well as staff members)
2. Students are responsible for doing their own work and completing all assignments.
3. Students are required to respect and care for the school facilities. Students are expected to keep eating areas, classrooms, and restrooms clean.
4. Food is allowed only in approved areas.
5. All medications, prescription or non-prescription, are to be stored in the clinic and will be distributed by clinic staff only. (see section on Health Needs)
6. Students should refrain from all offensive and vulgar speech.
7. Overly open displays of affection, such as embracing or kissing, are not permitted.

Serious Infractions

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

1. The use of tobacco, alcohol, or illegal drugs, the abuse of chemical substances, and immoral sexual or romantic conduct.
2. Knives, guns, and weapons of any kind. This includes any object or projectile that could be a danger to students or others.
3. Deliberate destruction of school property or the property of other students, faculty, or staff.
4. Physical, psychological, emotional, or any other form of harassment. Physical or verbal threats, and insults.
5. Racially offensive slurs or jokes
6. Fighting
7. Theft
8. The possession or sharing of pornographic materials or suggestive slogans.
9. Cheating/Plagiarism
10. Violation of the student technology agreement.

Discipline Policy

Bullying and Harassment

In alignment with our commitment to Belonging and Dignity, Covenant Christian High School strictly prohibits bullying, harassment, and intimidation of any kind. We define bullying as intentional, repeated, and unwanted aggressive behavior that involves a real or perceived power imbalance. This includes physical, verbal, social/relational, and cyberbullying.

If a student experiences or witnesses bullying, they are strongly encouraged to report it immediately. Reports can be made directly to any teacher or administrator. We are committed to taking every report seriously, conducting a prompt and discreet investigation, and addressing the situation through our restorative discipline process. While our goal is always growth and reconciliation, severe or repeated offenses may result in suspension or expulsion to protect the well-being of our community.

Disciplinary Consequences

Restorative Approach to Discipline

At Covenant Christian High School, we believe that discipline should reflect the heart of the Gospel - seeking restoration, growth, and reconciliation rather than mere punishment. Our restorative approach emphasizes the dignity of each student, the importance of responsibility, and the power of community.

Minor infractions are generally handled by the teacher as part of their classroom responsibility. However, if a trend emerges or if the infraction is of a serious nature, parents will be informed by either a teacher or the administration.

The steps of discipline and consequences for any student breaking these rules depend on several things - which rule was broken, how many times it has happened, and the attitude of the student.

This also means that parents are not always notified of every disciplinary infraction. In our disciplinary process, we look for opportunities for students to grow and to build character and responsibility. However, if a trend emerges or if the infraction is of a serious nature, parents will be informed by either a teacher or the administration.

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.

Some of the possible consequences are:

- Student/teacher conference
- Student conference with the Dean of Students
- Parent/teacher conference
- Parent conference with Dean of Students
- Detention/monetary fine/service project
- Probation (cannot hold a position of leadership while on probation)
- Single class suspension
- In-school suspension
- Out-of-school suspension
- Expulsion

Detention

Detention is a consequence used for minor but repeated behavioral issues or violations of school expectations, such as tardiness, disrespect, or failure to follow classroom norms. It serves as a structured time for reflection, accountability, and course correction. Detentions are typically served after school at 3.30-4.30pm under staff supervision. During detention, students will be asked to sit in silence and reflect on their behavior and its impact on the community. Students are not permitted to complete work or read during this time. The goal is not just consequential, but to guide students toward reflective maturity, responsibility, and restoration.

Examples of when an after-school detention may be given include:

- Three reports of sleeping in class
- Three reports of misusing technology in class
- Three dress code violations
- Seven tardies logged in a semester

Suspension

Suspension, either in-school or out-of-school, is used when a student's behavior significantly disrupts the learning environment, violates community standards, or poses a safety concern. This consequence allows time for the student to reflect, for restoration conversations to begin, and for the school to ensure a safe and respectful space for all. In keeping with our restorative approach, a suspension will include a reentry meeting with the student and school leadership to develop a plan for repair and continued growth. Our desire is always to help students learn from mistakes and be reintegrated with grace and accountability.

Expulsion or Non-Contract Renewal

Expulsion is a rare and serious consequence reserved for persistent defiance, major moral breaches, or behavior that threatens the well-being of the school community. While every effort is made to pursue restoration and support for students, there are times when separation from the school is necessary. The decision to expel is made with the involvement of school leadership, and parents are fully informed throughout the process. In less severe cases, a student may not be offered a contract for the following academic year.

Even in cases of expulsion, we remain committed to the student's dignity and continue to support the student and family as they transition to whatever may be next.

Off-Campus Behavior

Students' conduct away from school is just as important as their conduct while at school. Students are representatives of CCHS both on and off campus. As Covenant students, they are accountable for the school's behavior policies, even when off campus. Inappropriate behavior, on or off campus, is subject to the same consequences.

Search and Seizure Policy

A student's person, belongings (bags, purses, clothing, lockers, cars, electronic devices, etc.) may be searched by a school administrator when the official has reasonable suspicion that the student has violated or is about to violate the law or a school policy and that the search may yield evidence of the violation or possession of an illegal, or against school policy, substance, object, or contraband. The school reserves the right to conduct randomly selected searches of the above. An administrator may conduct random and blanket searches of student desks, lockers, and all other school property.

Campus Safety

Building Access

The campus building is locked during the school day (8:30am - 3:30pm), but students may use their ID/Key Card to access the building. Doors to the building must not be propped open at any time.

Safety Drills

The physical safety of our students and staff is a top priority. Covenant conducts regular emergency drills throughout the school year in compliance with Indiana state regulations.

These include:

- Fire Drills: Conducted monthly to ensure a swift and orderly evacuation of the building.
- Severe Weather/Tornado Drills: Conducted once a semester. Students are directed to designated interior shelter areas away from windows.
- Lockdown Drills: Conducted once a semester to prepare for external or internal threats.

In the event of an actual emergency, our priority is securing the campus and ensuring student safety. Parents will be notified of the situation and provided with reunification instructions via the Eventlink system as soon as it is safe to do so. Please refrain from calling the front office or coming to the campus during an active emergency until official instructions are provided.

Security Cameras

To ensure the safety and well-being of our students, staff, and visitors, we utilize security cameras in key areas throughout campus. Surveillance cameras are positioned in hallways, main entrances, parking lots, and exterior spaces to help deter misconduct, monitor activity, and support our overall campus security efforts.

Cameras are not installed in classrooms, restrooms, locker rooms, or other private areas, as we are committed to protecting the personal privacy and dignity of every individual. Recorded footage is reviewed only when necessary by authorized school personnel and may be used to assist in maintaining a safe and respectful school environment.

The presence of surveillance cameras is one component of our broader safety plan, which includes secure building access, visitor check-in procedures, and a culture of shared responsibility for the care and protection of our community.

Visitors to Campus

Occasionally, students may make arrangements for immediate (not extended) family members to visit during lunch. We do not permit friends to come for lunch or to just “hang around” at the school.

Campus Safety

In order to minimize disruptions to the normal school day, we ask that students observe the following rules:

- Visits by immediate family members can be pre-arranged for a particular lunch period.
- Visits should be scheduled and approved in advance by the office staff to avoid interrupting instructional or testing activities.
- All visitors must report to the school office upon entering the school.
- If a student wants to shadow, his/her parents must contact the school office to make arrangements, registration via the school website.
- Visitors are expected to observe all CCHS rules on campus.

Leaving Campus

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 the following:

- Pre-scheduled appointments
- Illness (after first visiting the clinic)
- Family emergency
- Family events
- Lunch with a parent or guardian (must pick the student up from school), if it does not interfere with academic classes.

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, or sports uniforms.
- Lunch with other family members, church pastors, etc.

Driving to School / Parking

Licensed students can drive to school. However:

1. Students must have a valid driver's license.
2. Students must register the car they are driving with the school office. There is an 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. Students are to drive with extreme caution to prevent accidents and not exceed 10 mph on school property or in the Chapel Rock Christian Church parking lot.

(Continued on next page)

4. If an accident does occur in the parking lot, the details must be reported to the Dean of Students, who will advise on next steps.
5. Students are not to be in or near their cars during school hours.
6. Students should not transport other students to and from school without parental permission.
7. Students must park only in designated areas.

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

Violation of driving regulations may result in a fine or suspension of driving privileges for a period determined by the school.

Child Abuse and Neglect Reporting

In accordance with Indiana State Law (IC 31-33-5) and our ethical obligation to protect the vulnerable, all Covenant Christian High School faculty, staff, and administrators are mandated reporters. If any staff member has reason to believe that a child is a victim of abuse or neglect, they are required by law to report the suspected abuse immediately to the Indiana Department of Child Services (DCS) or local law enforcement. By law, school personnel are not permitted to investigate the matter or to notify parents before making a report to the authorities.

Academics

The grade students receive in class is primarily determined by their ability to demonstrate mastery, proficiency, and basic understanding in a particular subject. Each classroom teacher will compute their grades using the following parameters. Each student should be able to keep a fairly accurate record of their own progress and feel free to discuss it with their teacher from time to time. Plan to do that before or after class, as they won't want to take up class time to discuss their individual grades. GPAs will be computed and will appear on their semester reports, but class rankings will not be published.

Grading Scale

94-100	A	4.0
90-93	A-	3.67
87-89	B+	3.33
84-86	B	3.0
80-83	B-	2.67
77-79	C+	2.33
74-76	C	2.0
70-73	C-	1.67
69	D	1.0

Grade Weighting

<i>AP and Dual Credit</i>		<i>Honors</i>
5.0	A	4.5
4.0	B	3.5
3.0	C	2.5

Extra Work Requests

Extra work is not typically offered at Covenant. Students are expected to complete all regular assignments and assessments. Exceptions may be made at the teacher's discretion.

Reporting of Grades

Grades are reported through our student information system. Parents and students can access current grades online at any time. Progress reports are sent midway through each grading period, and report cards are issued at the end of each quarter. Teachers are available to discuss student progress during office hours or by appointment.

Saturday School

In keeping with our mission of providing an excellent, Christ-centered education, we believe it is important to support students to get back on track when they fall behind academically. Rather than waiting until challenges become overwhelming or when course credit is at stake, Saturday School serves as an early intervention designed to help students regain momentum in their learning.

Saturday School will be guided by a teacher who will provide individualized support in executive functioning skills and task completion. Whether your student needs time to catch up on assignments, work ahead, or develop stronger study strategies, these sessions offer a structured and encouraging environment to do so. Our goal is to help students develop strong academic habits while ensuring they have the support they need to move forward with confidence.

Following grade checks in October (Progress Report 2) and March (Midterm 2), families will be contacted if their student is required to attend Saturday School. We will communicate directly with you via email if your student qualifies, along with next steps and expectations.

Saturday School is required for students who meet the following criteria:

- Any senior student who is not passing one or more classes required for graduation
- Any student who has three or more progress reports
- Any student who is on an Academic Contract

Saturday School will be optional for any student who has one or two progress reports.

Saturday school will run for two or three week increments, and once a student becomes academically eligible, they will no longer be required to attend Saturday School.

The cost of each Saturday will be \$30. If students cannot attend a required session, the fee will still be applied to student accounts.

If your student is required to participate based on the criteria listed above, we will reach out to you to let you know. If your student is required to participate, you do not need to register. They will be automatically placed on the list, and we will reach out with details.

The Covenant Diploma

Our curriculum begins with a Christian worldview, expands through the traditional core courses in English, mathematics, and science, and covers the spectrum of social studies. In addition, students will have the opportunity to explore the creative arts and music as well as a foreign language. We also believe that computer literacy is an integral part of any relevant education today, making computer skills an essential component of the curriculum.

For classes who will graduate in or before 2028:

All incoming students shall work toward the Core 40 diploma. One credit per semester is awarded for each course successfully completed. The following are the 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.

(Continued on next page.)

CORE 40 DIPLOMA:

- 8 Credits – Biblical & Theological Studies
- 8 Credits – English
- 6 Credits – Math**
- 6 Credits – Social Studies
- 6 Credits – Science**
- 4 Credits – World Language
- 2 Credits – Physical Education
- 2 Credits – Fine Arts
- 1 Credit – Health
- 1 Credit – Computer
- 5 Credits – General Electives

49 Total Credits (2.0 GPA)

ACADEMIC HONORS DIPLOMA:

- 8 Credits – Biblical & Theological Studies
- 8 Credits – English
- 8 Credits – Math**
- 6 Credits – Social Studies
- 6 Credits – Science**
- 6-8 Credits – World Language
- 2 Credits – Physical Education
- 2 Credits – Fine Arts
- 1 Credit – Health
- 1 Credit – Computer
- 4-6 Credits – General Electives

55 Total Credits (3.0 GPA)

— **and** —
Earn a grade of C or better in courses that will count toward the diploma.

One of these requirements:

- 2 AP courses (4 credits) and the corresponding exams.
- 6 college credits from Dual Credit courses
- 1 AP course (2 credits) and the corresponding exam + 3 college credits from a Dual Credit course
- SAT combined score of **1750+** with minimum score of 530 on each section
- ACT composite score of **26+**

For the class of 2029 and following:

[Course list](#) can be viewed before scheduling meetings.

[Course Catalog](#). Please especially review Pages 5-6 for academic policies, add/drop process, and grading scale.

Please note: Dual credit is now weighted the same as AP (*Continued on next page.*)



Enrollment Honors Seal Requirements

The Enrollment Honors Seal adds an extra layer of academic distinction to the Indiana Diploma. Students must maintain a GPA of 3.0 or higher, complete advanced coursework including Chemistry or Physics, and earn at least 4 AP credits or 6 college credits. This track signals strong academic preparation for college and competitive programs.

Math
(2 credits)

Social Studies
Elective
(1 credit)

Must have
Chemistry
OR
Physics

Obtain a C or
higher in all
courses counting
towards the
Indiana diploma

3.0+ GPA

Complete
one of the
following:

4 credits in AP
courses & pass AP
exam

6 college credits
(Can be a combination
of DC/AP)

For students seeking the highest distinction:



Enrollment Honors Plus Seal Requirements

The Enrollment Honors Seal Plus is Covenant's most advanced academic distinction. To qualify, students must complete the Enrollment Honors Seal Requirements listed above, and either earn recognition as an AP Scholar with Distinction or complete two career-focused internships during J-Term. This seal reflects both academic excellence and meaningful hands-on experience.

AP Scholar with
Distinction

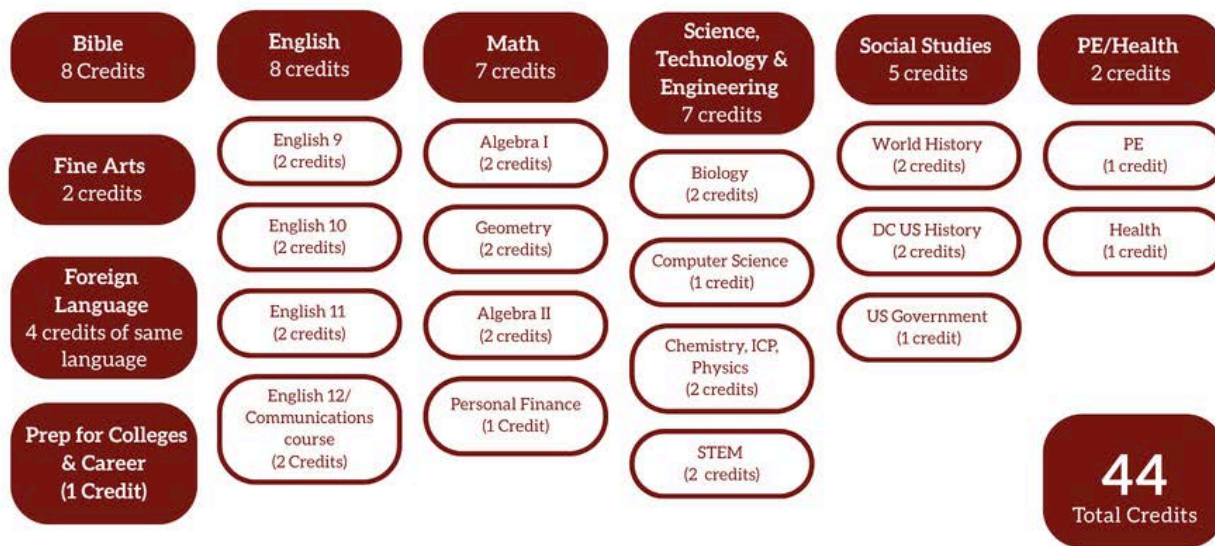
Complete 75
Internship Hours

Indiana College
Core
(Tentative)



Diploma Requirement

The Indiana Diploma is the foundation for graduation at Covenant. Students must earn a total of 44 credits across core subjects including English, Math, Science, Social Studies, Bible, and electives like Fine Arts and Foreign Language. Each course builds toward a well-rounded academic and spiritual education, preparing students for future college or career pathways. This diploma reflects both Indiana requirements, as well as Covenant's, for students graduating high school.



School Letters

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 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.

Music letters 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.

J-Term

J-Term (January Term) at Covenant Christian High School is a distinctive, two-week-long learning experience designed to broaden students' perspectives, cultivate curiosity, and encourage them to explore God's world beyond the traditional classroom setting. Occurring each January between semesters, J-Term reflects our commitment to providing an excellent, Christ-centered education that prepares students for a life of scholarship, leadership, and service. Whether through hands-on classes, local internships, or international travel, J-Term invites students to engage with their learning in fresh, meaningful ways that reflect the diversity of God's creation and calling.

Participation in J-Term activities **is required**. If a student misses two or more days for an excused absence, they will audit the course. If a student misses two or more days of a class for an unexcused absence, they will receive an F in the class and on their transcript. If a student is absent for more than 10% of a course that is for credit, they will audit the course and no credit will be received.

J-Term Classes

J-Term classes offer students the chance to explore new skills, dive deeper into areas of interest, or engage in creative, project-based learning. These unique courses—often interdisciplinary or experiential—are designed to awaken passions and encourage discovery. Courses are designed to provide opportunities for spiritual formation, development of life skills, connection to the broader community, and introduction to careers. Taught by Covenant faculty or guest instructors, these classes promote lifelong learning and help students see how their talents and interests can be used for God's glory.

J-Term Internships

Internships during J-Term allow juniors and seniors to gain real-world experience by shadowing professionals, exploring career paths, and developing workplace skills. Students are placed in local businesses, ministries, medical practices, schools, and more, experiencing firsthand what it means to integrate faith and work. Each internship is supervised by a site mentor, ensuring students are supported as they reflect on vocation, calling, and God's purpose for their lives (Colossians 3:23-24). In order to be eligible for an internship, students must meet application deadlines, be passing all classes at the mid-term prior to graduation, maintain a 2.0 GPA, have a good attendance record, and be in good standing for graduation.

J-Term Trips

J-Term trips provide junior and senior students with the opportunity to travel beyond Indianapolis—sometimes across the country or internationally—for cultural learning, service, or spiritual growth. These trips are carefully curated to align with our mission and include experiences such as historical tours, mission work, outdoor education, and arts immersion. All trips are led by Covenant faculty or trusted partners.

Communication Philosophy

At Covenant Christian High School, we believe in fostering effective communication as a fundamental skill that is essential not only for academic success but also for personal and professional development. Our communication philosophy is designed to support our students' growth from dependency to independence, recognizing that the needs of a freshman differ significantly from those of a senior.

Developmental Understanding

We understand that younger students, particularly freshmen, may require more guidance and direct intervention from parents and teachers as they adjust to high school life. As students mature, the expectation shifts towards greater self-advocacy and responsibility. Our communication strategies are designed to encourage this developmental progression, ensuring that students gradually assume more control over their academic and personal interactions.

Empowering Student Self-Advocacy

Central to our philosophy is empowering students through self-advocacy. We equip students with the skills to articulate their needs, ask insightful questions, and seek resources independently. This empowerment helps them navigate the complexities of their educational journey and beyond, fostering resilience and self-confidence.

Guiding Parental Transition

A key component of our approach involves guiding parents on how to effectively transition from being the primary advocate for their child to taking on a more supportive role. This transition is vital for fostering the student's independence and preparedness for the next season, and is facilitated by:

- *A Gradual Shift in Responsibility:* Encouraging your student to take the lead in communications about their education, from responding to academic queries to handling correspondence with teachers and staff.
- *Parental Handoff of Responsibilities:* Refer to the next page for checklists ideas that include milestones such as:
 - Encouraging the student to email teachers about class concerns by sophomore year.
 - Supporting the student in scheduling their own parent-teacher conferences by junior year.
 - Guiding the student to lead discussions during parent-teacher conferences by senior year.

Our communication extends to creating an environment where open, honest, and respectful dialogue is standard.

Commitment to Continuous Improvement

Our philosophy is dynamic, evolving based on community feedback to remain effective and responsive to our students' and families' needs. If you have questions on this approach, please contact adrianpumphrey@covenantchristian.org.

Student Communication Checklist

In our ongoing commitment to developing proficient communicators at Covenant Christian High School, we created the following checklist to assist parents in supporting their child's growth in effective communication.

While the subsequent checklist and guidelines offer foundational strategies to foster independence and self-advocacy, they should be viewed as flexible tools rather than definitive solutions.

Each student's unique needs may require adaptation of these practices. We encourage parents to apply these resources thoughtfully, using them as a framework to guide their child from parent-led to student-led communication, thereby preparing them for future academic and professional challenges while instilling confidence and autonomy.

Freshman Year

- ☐ Guide your freshman to ask questions directly to teachers or staff when they have concerns or need clarification on assignments.
- ☐ Assist your child in crafting and sending their first emails to teachers, focusing on proper etiquette and clear communication.
- ☐ Go with your freshman to school meetings or parent-teacher conferences, encouraging them to speak up and share their perspective.
- ☐ Be prepared to check-in often on sports/extracurriculars with your child as they learn new systems.
- ☐ Model proactive communication for your student by helping them check in with teachers on absences and missing assignments. Help them follow up until the issue is resolved.





Sophomore Year

- ☐ Encourage your sophomore to manage most of their academic communications via email independently. Review their drafts initially if needed.
- ☐ Prompt your child to initiate contact with teachers to discuss their progress and areas for improvement.
- ☐ Begin discussing post-high school plans, encouraging your child to reach out to counselors for guidance.
- ☐ Encourage check-in discussions with your student on their extra curricular activities.

Junior Year

- ☐ Have your junior take the lead in parent-teacher conferences, preparing questions and discussion points in advance.
- ☐ Encourage your child to take charge of their schedule, including signing up for SAT/ACT tests and managing their study calendar.
- ☐ By this year, students should be able to effectively communicate schedule changes, including game cancelations, practice times, and rehearsals.
- ☐ Support your child in contacting college admissions offices to gather information about programs, admissions processes, and campus visits.

Senior Year

- ☐ By now, your senior should handle all communication with teachers and staff without the need of parental oversight.
- ☐ Encourage your senior to take full responsibility for college applications, including requesting letters of recommendation and following up on submissions.
- ☐ Guide your senior through the process of applying for scholarships and financial aid, ensuring they meet all deadlines and requirements.
- ☐ Discuss how they will manage communication in college, including dealing with professors, advisors, and financial offices.

Grievance and Appeal Process

We are committed to resolving conflicts in a manner that honors God, preserves relationships, and aligns with the principles outlined in **Matthew 18:15-17**. When a student or parent has a concern, grievance, or disagreement regarding an academic grade, disciplinary decision, or classroom issue, we ask families to follow this sequence:

1. Step One (Direct Contact from Student): The student should first address the concern directly with the specific teacher, coach, or staff member involved. Most misunderstandings can be resolved through open, grace-filled communication at this level.
2. Step Two (Parental Support): If needed, following the student/teacher interaction, parents are welcome to assist in the conversation and reach out directly to the teacher.
3. Step Three (Administrative Support): If the issue remains unresolved after speaking with the staff member, the family should bring the concern to the appropriate supervising administrator. For academic issues, contact the Academic Dean; for behavioral or disciplinary concerns, contact the Dean of Students; for athletic issues, contact the Athletic Director.

We ask that all parties engage in this process with a spirit of humility, mutual respect, and a shared desire for the student's ultimate flourishing.

Student Records

To foster a secure environment for student development and maintain the integrity of administrative processes, the School distinguishes between "official educational records" and "internal administrative files." While the School is committed to partnering with families regarding student well-being, the administration will not disclose internal working documents or informal student disclosures unless required by Indiana statutory reporting mandates, such as an imminent threat of self-harm or suspected abuse. Internal administrative files—including but not limited to teacher behavioral logs, advisor notes, peer witness statements, disciplinary investigation materials, and informal counseling interactions—are the sole property of the School and do not constitute official educational records. The School's administration reserves the sole and absolute discretion to determine whether, and to what extent, the contents of these internal files are shared with parents on a case-by-case basis.

Official records, such as attendance logs, and the most recent grade reports, are available for parent or guardian review. Final transcripts are available to families withdrawing from the school once the family's financial account at the school is in good standing.

Inclement Weather

[Eventlink](#) is the fastest way to be informed about Covenant's response to inclement weather. If students have already signed up for Eventlink, make sure students **add their mobile phone as a contact**. If students have not yet created an Eventlink account for Covenant events, students can follow [these instructions](#).

If students do not select the option of receiving text alerts, they can either watch the school closing announcements on ABC, CBS, NBC, and FOX, or consult their websites. Students can also check updates on Covenant's [Facebook](#) and [Instagram](#).

However, the text alerts through [Eventlink](#) will usually go out first.

In the event of inclement weather, our policy guides us to notify our community of delays and closings by 7 a.m., though we make every effort to communicate sooner when possible. In the event of inclement weather, school leadership collaborates to assess the situation according to Covenant's context. Decisions made by surrounding schools and districts to either close or delay represent only one of many contributors to our decision.

Our goal is always to have our students, faculty, and staff physically present for each programmed school day. In most weather-related alterations to our normal schedule, we will have a 2-hour delay as opposed to closing the campus. However, where weather conditions cause us to close the campus, we will continue with our daily academic schedule via eLearning.

In certain scenarios, students might receive a text alert in the evening with a qualifier such as *"2-hour delay: Stay tuned for updates."* In that case, we plan to reassess the weather situation the following morning. If students receive no additional word, please assume we will be in session according to a 2-hour delay schedule. The only update would likely be *"Closed - eLearning,"* which would mean that conditions significantly worsened over the evening or in the early morning.

We also understand that conditions may vary across the multiple counties in which our Covenant families reside. As always, we want to partner with students in considering transportation and safety issues for their students.

HEALTH & WELLNESS

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 the name of medication, dosage, and frequency to be given, the reason for giving, and the student's name and date). If students would like their 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 from 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 the 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
 - c. A copy of the prescription is on file in the office.

Testing for hearing

Hearing testing is done for grade 10 plus all new students 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, five DTPs, a Tdap, three Hepatitis, two varicella, four OPVs, and a Meningococcal from a physician or health clinic for entry into high school. Please contact the office if students need information on religious or medical exemptions.

Please note that updated immunization and/or exemption records must be uploaded to Magnus before the beginning of each academic year.

Student Health

It's essential to assess your child's health before sending them to school. At CCHS, we follow guidelines provided by the Indiana Department of Education to determine when to keep your student home. [The full document is found here.](#) In summary, if your student exhibits any of the following symptoms, school policy requires that your student remain at home:

- Fever (100.4°F or higher) within the last 24 hours
- Persistent cough
- Vomiting or diarrhea within the last 24 hours
- Unexplained rash or skin lesions

Library & Media Center

The library is a place for learning, reading, research, and quiet study. Students are expected to maintain a respectful and quiet environment. Food and drinks are not permitted in the library. Students must return library materials on time and in good condition.

- The library opens each school day at 7:30 a.m. and closes at 4:30 p.m.
- Students may visit the library before school, after school, and in between classes to use library materials.
- Use of the library by study hall students may be restricted when classes are scheduled to be in the library.

Rules for Library Use

1. Quiet talking is allowed for cooperative learning purposes. Social talking and visiting are not allowed.
2. Eating, sleeping, drinking, and card playing are not allowed.
3. All regular school guidelines apply to library behavior.
4. If students do not follow the library guidelines, they may lose their library privileges. Students will be given a warning regarding their behavior. Students' teacher will be informed of their behavior and any library restrictions that may be imposed.
5. 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 on computer use.

In most cases, Covenant prefers NOT to 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, the school 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.

Checking out Library Materials

1. Students 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 the Covenant Christian High School library. It is good until students graduate from or leave CCHS.
3. This card is for their use only. Students should not allow other students to check out materials on their ID cards. Students are responsible for all materials checked out on their card. If their library card is lost or stolen, students are responsible for immediately reporting this to the CCHS Librarian.
4. If students lose their 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. Students will be notified to pick up the material at the end of the day.
6. Covenant Christian High School library does not monitor or collect fines owed to IMCPL. We encourage students to take care of these fines.
7. If library materials or a textbook are damaged or lost, the cost of replacement is added to the financial commitment for the student.

Students can check out library materials 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.

Lost/Damaged Library Books

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

Checking Out Library Materials

Students may borrow books and other materials with their student ID. The standard checkout period is two weeks with the possibility of renewal. Students are responsible for all items checked out on their account.

Lost/Damaged Library Books

Students are responsible for returning all borrowed materials in the same condition they were checked out. Lost or damaged books must be replaced or paid for. Students with outstanding library fines or unreturned books may have restrictions placed on their borrowing privileges.

School Spirit

At Covenant Christian High School, we aim to cultivate a school spirit that is joyful, inclusive, and deeply rooted in our Christian identity. Through student leadership, vibrant traditions, shared worship, and intentional mentorship, students are encouraged to live out their faith while forming lifelong friendships and a strong sense of belonging.

Covenant Houses

The House System at Covenant Christian High School is a key part of our community life. Every student and staff member is placed into one of eight Houses, which serve as smaller, cross-grade communities within the school. Houses meet regularly for fellowship, service, and competition, providing students with leadership opportunities, peer support, and a stronger sense of connection across grades. Each House is led by student House Captains and guided by faculty House Mentors.

Eponyms

Each House is named after a faithful Christian leader whose life exemplifies our school's mission and core values. These eponyms were chosen to inspire our students toward Christ-centered lives of integrity, courage, wisdom, and service.

The eight Covenant Houses are: Wheatley (named after poet Phyllis Wheatley), Lewis (named after author C.S. Lewis), Bonhoeffer (named after theologian Dietrich Bonhoeffer), Padilla (named after theologian Rene Padilla), Sayers (named after author Dorothy Sayers), Rutledge (named after author Fleming Rutledge), Edwards (named after evangelist Jonathan Edwards), and L'Engle (named after author Madeline L'Engle).

House Competition

Throughout the year, the eight Houses engage in a friendly but meaningful House Competition. Events include academic challenges, athletic contests, creative projects, and service-based initiatives—all designed to draw out diverse gifts and create shared experiences. Points are awarded based on participation, performance, spirit, and teamwork. The competition culminates in the awarding of a special trip (for example, to Kings Island).

House Partners

One of the distinctive features of our House System is the intentional pairing of Houses with community partners who serve in the Indianapolis community. Over the year, Houses are visited by their community partners, and they have the opportunity to serve and to pray for the organizations throughout the year. This includes our school day of service: GoneServin'.

GoneServin’

GoneServin’ is our school-wide day of service, where students, faculty, and staff step away from regular classes to serve the greater Indianapolis community in the name of Christ. Every House is sent out to partner with local ministries, churches, shelters, and non-profits—doing everything from neighborhood cleanup and food distribution to elder care and urban gardening. GoneServin’ embodies our commitment to servant leadership and reminds our community that we are called not to be served, but to serve. It’s a day marked by humility, teamwork, and Gospel witness—and it’s often one of the most meaningful experiences in the school year.



Clubs & Student Life

Clubs

Clubs at Covenant Christian High School are an essential part of student life and reflect the creativity, passion, and diverse interests of our student body. Each club is student-led with the guidance of a faculty sponsor and offers opportunities for leadership, community-building, and enrichment outside the classroom.

Presently, Covenant offers the National Honor Society, Student Council, Student Diversity Club, Math Club, Chess Club, HOSA, DECA, Robotics Team, Rocket Team, Big Sis Lil Sis, Writers Club, and Create for Kids.

Other school-sponsored clubs and activities may be initiated by petitioning the school in writing. Any new club ideas must align with our Christ-centered mission, be inclusive to all students, and positively impact relationships on campus. Students will also need a willing faculty advisor, an approved meeting time/space, and final approval from the Dean of Students. CCHS clubs cannot be affiliated with political parties or divisive ideological movements.

Student Council

The Student Council exists to represent the voice of the student body and to cultivate a culture of servant leadership, school spirit, and student involvement. Members of the Student Council are the Student Leadership Team and are entrusted with the responsibility of planning key events, fostering communication between students and administration, and creating a positive and engaging school atmosphere. Grounded in our values of Truth, Engagement, and Relationships, Student Council leaders strive to model Christlike character and encourage others to take part in shaping a joyful, connected school community.

Spirit Events

Spirit Events are designed to celebrate community, cultivate joy, and build unity among students and staff. These events range from theme days and pep rallies to friendly competitions and school-wide celebrations. Often organized by Student Council in collaboration with faculty and House Leaders, Spirit Events provide fun and memorable experiences that reflect our identity as a Christ-centered school. While they foster excitement and enthusiasm, they also remind us that joy and fellowship are important parts of Christian community. Participation is encouraged, creativity is welcomed, and everything we do is ultimately aimed at glorifying God together.

Spiritual Formation

Assemblies

Assemblies at Covenant Christian High School are intentional gatherings that help shape the spiritual, cultural, and communal life of our school. Held regularly, assemblies provide space for worship, student recognition, faculty and student speakers, creative presentations, and the celebration of shared milestones. They are centering events when our entire student body can gather to be encouraged, challenged, and unified in Christ. Whether through storytelling, testimonies, or moments of reflection, assemblies help us pause and re-center our hearts around our identity as a Christ-centered community.

Girls/Boys Discipleship Groups

Our discipleship groups, Girls Discipleship (Tuesday mornings at 7:30am) and Boys Discipleship (Wednesday mornings at 7:30am), offer students intentional space for spiritual growth, biblical teaching, and authentic conversation. Led by faculty and staff who are passionate about mentoring students in their walk with Christ, these groups gather regularly during the school day or special events throughout the year. Topics are rooted in Scripture and relevant to the unique challenges and opportunities of each age and stage. These groups aim to deepen students' understanding of God's design for identity, relationships, integrity, and calling—all within the context of supportive peer and mentor relationships.

Athletics & Fine Arts

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. For a complete listing of the Athletic Department's rules and regulations, please contact David Pfeifer or Greg Jones to receive a copy of the full Athletic Handbook.

Fall Sports: Boys Soccer, Boys Tennis, Cross Country, Football, Girls Golf, Girls Soccer, Girls Volleyball

Winter Sports: Boys Basketball, Girls Basketball, Swimming

Spring Sports: Baseball, Boys Golf, Boys Volleyball, Girls Tennis, Softball, Track & Field

Fine Arts

Fine Arts at Covenant Christian High School are an essential part of our mission. We believe that the arts are a unique expression of God's creativity and a vital way for students to explore truth, beauty, and meaning. Through music, theatre, and visual arts, students are given opportunities to develop their gifts, grow in discipline, and share their talents with the broader community. Performances, exhibitions, and competitions not only showcase artistic excellence but also reflect our belief that creativity is a form of worship and a powerful way to engage the world for God's glory.

Fine Arts Opportunities at Covenant include: Multiple Choirs, Band, Orchestra, 2D Art, Photography, Digital Design, Fall Play, Spring Musical, Christmas Concert, and Senior Showcase. Certain Fine Arts activities, such as participation in ISMAA, come with a high level of commitment and are required as part of various classes.

Parent Volunteers

Parent volunteers are needed to support the team parent in a variety of ways. Responsibilities may include providing snacks for athletic teams prior to competitions, assisting coaches with logistics, and helping with other administrative tasks. In addition, parents can sign up for various roles through the Work Study Portal, such as working concessions, managing the gate, serving as public address announcers, filming games, and more. Parents are also encouraged to join **the Shield Club**, which supports the school with fundraising efforts. These efforts may include selling spirit gear and other approved activities. All team fundraising initiatives must be coordinated with and approved by the Advancement Director.

Financial Considerations

Tuition

The Board of Directors of Covenant is committed to providing a truly distinctive and outstanding opportunity to develop their 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 extraordinary generosity of Don and Phyllis Laskowski and the New Covenant Foundation.

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 fundraising activities.

Partner Opportunities

Direct contributions and donations. There are a variety of opportunities to partner with us in our endeavors. For more information on financial contributions, please go to:

<https://covenantchristian.org/support-us/>

Are you looking for a way to share their time, talent, and treasure to support the mission of Covenant? If so, our faculty, staff, and administration would love their help! Just fill out the form at <https://covenantchristian.org/shield-club-membership/> to let us know what areas interest you, and someone will be in touch soon.

Resources | Quick Guide

1. Fine Arts

Engage with our visual and performing arts programs, including string orchestra, band, five choirs, theatre, and studio and digital art classes.

- Primary Contact: [Krista Shields](mailto:kristashields@covenantchristian.org) (kristashields@covenantchristian.org)
- Links and Resources:
 - [Theatre Calendar on Eventlink](#)
 - [Music Calendar on Eventlink](#)
 - [Concert & Play Tickets](#)
 - [Musical Tickets](#)

2. Athletics

Get involved with Covenant's athletic programs, ranging from freshmen and JV to varsity teams.

- Primary Contact: [David Pfeifer](mailto:davidpeifer@covenantchristian.org) (davidpeifer@covenantchristian.org)
- Links and Resources:
 - [Team Schedules](#)
 - [Results](#)
 - [Athletic Forms and Permissions](#) (Final Forms and Sports Physicals)
 - [Tickets/Passes](#)

3. School Clubs

Explore a variety of clubs that foster interests from robotics to debate, enhancing leadership and collaborative skills.

- Primary Contact: Dean of Students [Adrian Pumphrey](mailto:adrianpumphrey@covenantchristian.org) (adrianpumphrey@covenantchristian.org)
- Links and Resources:
 - [List of Clubs and Descriptions](#)
 - Join a Club - Club Contacts
 - Student Diversity Club: [Jerrah Jackson](#)
 - Math Club: [Jane Taylor](#)
 - HOSA: [Tabatha Jones](#)
 - DECA: [Chris Stevenson](#)
 - Guys' Discipleship: [Tyler Wildman](#)
 - Rocket Team: [Sean Bird](#)
 - Robotics Team: [Sean Bird](#)

Continued on next page

- National Honor Society: [Sean Bird](#)
- Writer's Club: [Emma Hunt](#)
- Chess Club: [Chris Stevenson](#)
- Girls Discipleship: [Shannon Wildman](#) and [Laura Burks](#)
- Create for Kids: [Vince Cutrona](#)

4. School Clinic

Access student health services, communicate student health needs, and share required health documentation. The clinic exists to support students' physical and mental health needs to better foster academic success.

- Primary Contact: Nurse@covenantchristian.org
- Links and Resources:
 - Magnus Health Portal (Your one-stop for all health-related documentation, medical forms, and updates.)
 - Getting Started in Magnus:
 - Log in to MySchool App/[Blackbaud](#): Access your parent account as usual.
 - Navigate to 'Resources': Once logged in, you'll find the 'Resources' tab on your parent page.
 - Click on the 'Magnus' option within Resources. This will open the portal where you can manage all medical records and forms.
 - [How Sick is Too Sick?](#) How to decide if your student should come to school.
 - [IDOH Immunizations](#) Required and Recommended for Schools (Note: Immunization waiver forms are located in the Magnus Health Portal.)

5. Shield Club

Join the Shield Club to contribute to Covenant through volunteering and financial support.

- Primary Contact: [Matt Maudlin](mailto:mattmaudlin@covenantchristian.org) (mattmaudlin@covenantchristian.org)
- Links and Resources:
 - [Volunteer Opportunities](#)
 - Connect with Matt to become a Shield Club Supporter (Monetary Donations starting at \$1,000)

6. School Calendar / Class Schedules

Stay informed about upcoming events and key dates throughout the school year.

- Links and Resources:
 - [School Calendar](#)
 - [Class Schedules](#)

7. Front Office

Your first point of contact for day-to-day administrative needs such as early student pickup, schedule changes, or student absences.

- Primary Contact: attendance@covenantchristian.org
- Links and Resources:
 - [Front Desk Number](#) (Call or email for immediate assistance with any school day inquiries or concerns.)

8. Academic Support and Mental Health Resources:

Information on new student onboarding, academic support, mental health resources, and special education.

- Primary Contact: [Beth Herr](mailto:bethherr@covenantchristian.org) (bethherr@covenantchristian.org)
- Links and Resources:
 - [Mental Health Resources](#)
 - Connecting with your [student's Canvas account](#)
 - [Canvas Guide](#)
 - [New Student FAQ](#)

9. Technology Resources:

Guidance on accessing and using school technology resources, including learning management systems (e.g., Blackboard, Google Classroom), library databases, and school devices.

- Primary Contact: [Brad Spencer](mailto:bradspencer@covenantchristian.org) (bradspencer@covenantchristian.org)
- Links and Resources:
 - [Technology Support](#)



10. Emergency Procedures and Safety Policies:

Important information regarding the school's emergency response plans, safety protocols, and whom to contact in case of an emergency.

- Primary Contact: [Adrian Pumphrey](#)
- Links and Resources:
 - [Sign Up for Weather Alerts](#)

11. Parent Education and Workshops:

Information on events to connect with CEO Andy Goodwin that address various topics such as digital safety, mental health, college preparation, and parenting strategies.

- Primary Contact: [Jennifer Stanley](#)
- Links and Resources:
 - [Coffee with the CEO](#) (Keep an eye on your email for updates)

12. Academic Advising, College and Career Counseling

- Primary Contact: [Andi Shriner](#)
- Links and Resources:
 - [College Planning](#)
 - [Course Catalog](#)

13. Financial Office

- Primary Contact: financialaid@covenantchristian.org
- Links and Resources:
 - [Manage Student Billing with FACTs](#)
 - [Aid and Scholarship information](#)
 - [One Card: Student Cashless Payment](#)
 - [Work Study Sign Up](#) (For more information on Work Study, please refer to your tuition letters)
 - Work Study Contact: workstudy@covenantchristian.org

Additional Notes:

This guide is designed to provide you with quick access to the people and resources necessary for successful participation in our school community.

If you'd like to call any of the contacts mentioned in the sections above, you can find their [phone extensions here](#).

If you encounter any issues or have suggestions for additions to this guide, please contact communications@covenantchristian.org