

# Carolina Christian School

## Parent/Student Handbook

### PreK- Grade 12

### 2022-23



“To teach the mind and guide the soul through a deeper understanding of God the Creator and His World.”

# TABLE OF CONTENTS

<a href="#">Vision, Mission and Statement of Faith</a>	page 4
<a href="#">Non Discrimination Policy</a>	page 4
<a href="#">Philosophy of Education</a>	page 4
<a href="#">Portrait of a Graduate</a>	page 5
<a href="#">General Information</a>	page 5-6
School Hours, Attendance, Tardiness, and Health	
<a href="#">Medical, and Health Areas</a>	page 7-8
Immunization records, administration of medications, concussions	
<a href="#">After School Policy</a>	page 8
<a href="#">Before After School Care Program (BASCC)</a>	page 8-9
<a href="#">Admission Policies</a>	page 10
<a href="#">Board of Trustees of Carolina Christian School</a>	page 10
<a href="#">Parental Requirements</a>	page 10-11
<a href="#">Parental Involvement and Conduct</a>	page 11-13
Parent Teacher Fellowship (PTF), Volunteer Guidelines, Parental Grievances	
<a href="#">Financial Policies</a>	page 13-14
<a href="#">Up-To-Date Information</a>	page 14
<a href="#">Communication</a>	page 14
Email Communication, CCS Web Page, CCS Connect App	
<a href="#">Academic Policies</a>	page 15-18
Student Promotion and Retention, Report Cards, Make-up Work, Elementary School Grading Scale, Conduct and Work Habits, Upper School Grading Policies, Homework, High School Graduation Requirements, Academic Grading Scale, High School Drop/Add Process	
<a href="#">Student Life</a>	page 18-37
Student Code of Conduct (18), Guidelines and Expectations (19), Discipline System (19-24), Public Displays of Affection (24), 24-Hour Policy (24), Lockers (24), Uniform and Dress Code (25-32), Driving Policy (32), Cell Phone-Electronic Policy (32), Student personal Laptop (33) Social Media and Acceptable Use Policy (33), Chapel Services (34), Advisory (34), Food/Lunch Policy (34), Assemblies and School Events (35), Parties and Invitations (35), Holidays and Activities (35), Field Trips (35), Awards (36), National Honor Society (36), Student Government (36)	

[Protection of Students in School and Forms](#)

page 37

Student Dignity Policy, Visitors, After School Pick-up, Fire and Tornado Drills, Inclement Weather, Emergency Closings, Required Annual AHERA Notification, and

[Attached Forms](#)

CCS Parental Statement of Agreement

page 41

CCS Pre-Planned Family Absence Form

page 42

Student Driver Form

page 43

CCS Awards

page 44-45

# CAROLINA CHRISTIAN SCHOOL

An Independent Christian School – Founded by Carolina Presbyterian Church, PCA

## VISION

At Carolina Christian School we are intentionally Christian to foster leadership to impact the local and global communities for Christ, encourage spiritual transformation of students and provide academic excellence.

## MISSION STATEMENT

To teach the mind and guide the soul through a deeper understanding of God the Creator and His World.

## STATEMENT OF FAITH

Carolina Christian School is traditionally and historically reformed in doctrine.

## WE BELIEVE . . .

- in the verbal inspiration and authority of the Holy Bible.
- that the Bible reveals God, the fall of man, the way of salvation, and God’s plan and purpose in the ages.
- in one God, who has revealed Himself in three Persons, God the Father, God the Son (Jesus) and God the Holy Spirit.
- in the deity and the virgin birth of Jesus Christ.
- that Jesus physically suffered and died on the cross, was buried, and physically rose again from the dead.
- Jesus ascended into heaven and will one day visibly and physically return.
- that men are justified by grace through faith alone are made righteous through the redemptive work of Jesus Christ.
- in the system of doctrine as contained in the Westminster Confession of Faith and the Larger and Shorter Catechisms.

## NON-DISCRIMINATION POLICY

Carolina Christian School shall not discriminate on the basis of gender, race, color, national origin, or ethnicity in employment practices, administrative policies, financial aid and other tuition assistance, and any other school-administered programs or activities.

## PHILOSOPHY OF EDUCATION

Carolina Christian School has developed these statements to help with the direction of our policies and administration.

- Carolina Christian School is a private, Christian school serving students in grades preschool through 12th. CCS was founded as a ministry of Carolina Presbyterian Church, PCA. As of July 1, 2020, CCS is now an independent Christian school partnering with Carolina Presbyterian Church.
- It exists to reach children and youth for Christ and then be responsible for helping them grow in their faith.

- All academic knowledge should therefore be related to Biblical principles and godly character.
- If Carolina Christian School is to teach principles based on God’s Word, and to enable children to make the right decisions, help them resist temptation, and live respectable lives, we need the help of parents. When parents are enthusiastic about learning, their excitement will motivate their children.
- Teachers are to be role models for the children, teaching with the love of Christ in all things.
- Curriculum and teaching methods will always uphold the sanctity of human life from conception until death, the traditional family, and that God directly created this Earth and all life on it without using any secondary processes such as evolution from one species to another.
- Curriculum and teaching will be used that encourages the support of the divinely ordained institutions of family, church, and government. It will also be God-based, yet child-centered and will be used to reinforce a solid principle of work ethic.

## **PORTRAIT OF A GRADUATE**

A graduate of Carolina Christian School

- has a Biblical worldview and understands his or her responsibility to lead a life that reflects Biblical values and principles.
- is equipped to deal with real-life situations as a person of faith, character and integrity by demonstrating Christ-like love for everyone and is able to define, enhance and articulate his or her faith.
- is committed to the lifelong pursuit of wisdom and knowledge, and exhibits the confidence, commitment and skills required for such.
- is prepared for higher education with a strong academic and spiritual foundation, enabling the student to identify his/her best fit for higher education, is a strong candidate for admission and will easily mainstream into even the most rigorous academic environment.
- is an effective verbal and written communicator applying critical thinking skills, and thoughtful problem solving in a confident, persuasive and respectful manner.
- has identified and developed his or her intellectual, artistic, athletic gifts from God and is prepared to use them to His glory.

## **GENERAL INFORMATION**

### **School Hours**

- Carolina Christian Hours are:
  - Lower School hours are from 8:30 a.m. until 2:45 p.m.
  - Middle and High School\* are from 8:30 a.m until 3:00 p.m.  
(select HS students may have earlier scheduled class)
  - Teacher’s hours are from 7:45 a.m. until 3:15 p.m.
- It is the responsibility of the parent to see that the student is at school on time and picked up at the end of the day on time. The staff are unable to arrange transportation of students. In the event that transportation provisions change from those on file in the office, a written note must be sent at the beginning of the school day.
- Students will not be permitted in the building before 8:00 a.m., unless they are participating in the Before School Care Program or have pre-arranged meetings with teachers. Students must be picked

up by 3:10 p.m. Any student left after the established time will be placed in after-school care at parent cost.

### **Attendance and Tardiness**

- Regular attendance is necessary for student success. Excessive absences will impair students from receiving the important skills needed to move to the next level. Absences due to illnesses, death in the family, or medical appointments are excused. When possible, please arrange medical appointments after school hours.
- Absences due to family vacations, visits with friends and family, etc. will not be excused, unless pre-approved by the Head of School. Pre-Planned Absence Form and process are located in the Appendix.
- When a student is absent, a **note** should be sent with the student when they return to school. The note should be from a parent or medical provider and include: signature of parent, date, and reason for absence. All other absences will be considered unexcused. **A student who has an unexcused absence or unexcused tardy will not receive credit for any late work.** *A telephone call, text, or email to the teacher will not be accepted for an excused absence.*
- A lower school student with **20 (twenty)** or more absences will not be promoted to the next grade level without review from the Head of School. High school students with **10 (ten) absences per semester** will not be promoted to the next grade level or receive credit for a class without review from the Head of School. Extenuating medical issues will need a doctor's note with a plan of care and specific strategies for school attendance defined.
- If a parent/student knows in advance that they will be absent, they should advise the teacher and secure work assignments before leaving.
- School begins at 8:30 a.m. and a student will be considered tardy after 8:30 a.m. A tardy slip will have to be completed in the office and brought to the class. **5 (Five)** school day tardies will equal one absence on the student's record.
- Whenever a student leaves school early, parents must sign their student out in the front office. If a student returns to school during the day, he/she must be signed back in. Any early dismissal from school will be considered unexcused without a proper reason or note from the parent. Leaving school for haircuts, shopping trips, etc. will not be excused. **5 (Five)** unexcused early dismissals will result in one full absence on the student's record.
- A lower school student must be in school a minimum of 3 ¼ hours \* of the 6 ¼ hours to be considered present for the whole day. Half of a school day will equal 3 ¼ hours. Generally, 8:30–11:45 A.M. or 11:30–2:45 P.M. Middle and High School student attendance is per class and not tied to hours at school. For determining half day attendance and athletic eligibility: Middle school attendance equals 3 of 6 classes. High school equals 2 of 4 classes.
- If you suspect your student is sick, (running a fever of 100.4 or higher, vomiting from unknown origin, multiple episodes of diarrhea, contagious rash, etc.) please do not send him/her to school to risk spreading the illness. If a student becomes ill during the school day, parents must pick up their student as soon as possible.
- Students that were ill, may return to school after
  - 24 hours of being fever free without the use of fever reducing medications
  - 24 hours of being diarrhea free without use of anti-diarrhea medications
  - 24 hours after vomiting has stopped
  - When a physician has directed the student may return to school
- For the protection of all students, Carolina Christian School has a "No Nit Policy." A student who is infected with head lice or nits (head lice eggs which attach to the shaft of the hair) may not return to

school until head lice has been treated and all nits have been removed.

## **MEDICAL AND HEALTH AREAS**

Carolina Christian School offers traditional classroom instruction. We reserve the right to modify calendar events, hours of operation, and other areas of protocol necessary for the care and safety of our students, staff, and families.

Carolina Christian School follows all health and safety guidance from the North Carolina Department of Health and Human Services and / or U.S. Centers for Disease and Control (CDC). Changes to medical protocol and policies will be communicated to parents during weekly newsletters or special emails as needed.

### **Immunization Records**

NCDHHS requires that all students be current on vaccination schedules prior to school starting. All certificates of immunization must be on file prior to the first day of school. Immunization records can be obtained from primary care doctor's offices and forwarded to the school nurse at any time. Any student / family that has opted out of states required vaccinations for religious or medical reasons must complete states exemption forms and have them on file prior to the first day of school.

### **Administration of Medications to Students**

The administration recognizes that students may need to take medication during school hours. To minimize disruptions to the school day, medicines should be taken at home rather than at school whenever feasible.

Parental consent and written authorization from a licensed healthcare provider are required when it is necessary for your child to receive either prescription or non-prescription medications during school hours. Medical Authorization Form must be completed, signed by a healthcare provider and on file in the Nurse's office before medications can be administered.

Students will not be permitted to take medications without oversight with the expectation students at risk for a medical emergency and require the use of insulin pumps, asthma inhalers and epi pens. Those students must be trained to administer their own medications and have a Self Medicating Agreement Form and Medical Action Plan on file. The parent/guardian is responsible for maintaining an adequate and unexpired supply of emergency medications.

No medication, including over the counter medications, will be administered to a student by non-authorized staff. All medications will be kept locked in the nurse's office, along with the parent permission form and prescription information. Teachers will not keep medications in their classrooms for individual students with the exception of Epi pens and Inhalers, as directed by the school nurse.

New authorization forms are required at the beginning of each school year. A separate Medical Release Form is required for all medication and the form is posted on the CCS Website. Parents are asked to have this form completed and signed by their child's physician within the first week of the school year.

Each medication must be in an appropriately labeled original container from the pharmacy or healthcare provider's office. Most pharmacies will provide an extra container for school use upon request.

Non-prescription medicines must be in the original package and labeled with the child's name and instructions on when and how the medicine is to be given. Over-the-counter medications will be administered according to the healthcare provider's instructions.

The school nurse will:

- Keep all medications in a secure locked location.
- Maintain a record of all medications given to a student.
- Communicate with parents when PRN medications are provided.
- Release unused or expired medications to the parent/guardian only.

## **CONCUSSIONS**

Any student that has had a direct or indirect head injury, been diagnosed or having symptoms of a concussion should report it to the school nurse or administration as soon as possible so monitoring and possible accommodations may be made. Coaches, teachers and staff will also report any direct or indirect head injuries to administration. Parents will be notified of any head injuries that occurred at school. Any diagnosed concussion will not be allowed to play sports or participate in physical education or recess until cleared by a medical physician.

## **AFTER SCHOOL POLICY**

At dismissal, students are to go directly to their pick up areas. After school, students are unsupervised and are not allowed to remain in the building, except for the following:

1. Middle school games /meets beginning immediately after school.
2. Team practices/games/rehearsals. Students must report immediately after school to their assigned coaches or teachers.
3. *Wednesday is not an exception.* Students must leave the building between the end of school and the beginning of Wednesday night activities at Carolina Presbyterian Church.
4. Students remaining in the building will be sent to After School Care until transportation arrives.

This policy is designed for your child's protection and wellbeing, as well as for the school's security. Students that are not picked up by 3:15 in the school pick up line will be placed in the BASC program and parents will be charged in FACTS. Multiple late pick ups will require a parent meeting with the Head of School.

## **Before After School Care (BASC) Program**

Carolina Christian School does provide supervised Before and After School Care for students to assist parents who need additional child care outside of school hours. This program may be used on a routine (daily) or as needed basis. All CCS students are automatically enrolled in the program. Students must be in good standing with the school and may not attend if any disciplinary actions have been taken. However, we ask that any student who will regularly participate in the program notify the office at the beginning of the school year.



BASC operates from

- Before School Care: 7:15-8:15 AM
- PreK Bridge (PreK class only, this is not available for Preschool students) 1:30-3:00 PM
- After School Care: 3:00-6:00 PM

BASC is only available on days when school is in regular session. It is **NOT** available on holidays, teacher workdays (including professional development days with early release schedules), or during inclement weather or emergency early releases.

Care provided includes:

- Adult supervision at all times
- Recreation / free time play
- Opportunities for study / homework time
- A snack (afternoons only) and fellowship time

*All activities will take place on CCS property including gym, cafeteria, and playgrounds. Students will remain on CCS property at all times.*

CCS students will follow all school rules during care in the BASC program. Additional rules include:

- No electronic devices are allowed (before and after school)- High and middle school students may use their laptops for school work only. When finished, it must be put away.
- There will be a set time daily for homework each afternoon. If a student does not have assignments, reading will be required. Parents should provide a book in their bookbag daily.
- If a child becomes ill during the BASC program, the supervisor will call a parent to pick them up.
- BASC will NOT be able to provide any medications. If medication is required, please contact the school nurse for assistance.
- A parent will be called directly by the supervisor if an emergency arises.
- Snacks will be provided during the afternoon only. No morning snacks are provided and students will be permitted to eat during the morning session.

Student Pick Up:

- All students must be picked up by 6:00 PM. If an emergency arises and you will be late, please call the supervisor. A late fee of \$15.00 will be charged or every 15 minutes past 6:00 PM
- Please park in the parking lot and enter through the main school doors.
- Only those that have been authorized by parents as indicated on the enrollment form will be allowed to pick up students. Please be patient if asked to show an ID at pickup.

BASC Financial Information

All BASC fees will be posted in FACTS weekly. All payments are due in 10 days. Charges can not be split between accounts and one account must be designated for incidental billing.

If your account has past due balances, your child WILL NOT be allowed to stay in the program until the account is balanced.

***For tax documentation for BASC program services, please utilize the FACTS payment system.***

## **ADMISSION POLICIES**

- Students are admitted to Carolina Christian School without regard to race, color, creed and national or ethnic origins. Carolina Christian School reserves the right to deny enrollment to, or to dismiss, any student or family that expresses direct contradiction to the CCS statement of faith, policies and procedures.
- School records for students transferring to Carolina Christian will be requested by the admission director.
- The admission to the school and the assignment of students to classes is the responsibility of the administration of Carolina Christian School. Students cannot transfer from one class to another.
- Students seeking enrollment at Carolina Christian School in Pre-K, kindergarten, first grade, etc. must have the appropriate birthday by August 31<sup>st</sup> of that year.
  - Pre-K- 4th birthday by August 31<sup>st</sup> of that year.
  - Kindergarten - 5<sup>th</sup> birthday by August 31<sup>st</sup> of that year.
  - First Grade - 6<sup>th</sup> birthday by August 31<sup>st</sup> of that year, or at the discretion of CCS.
- Applications will be considered in the date order in which they are received during the enrollment period.
- All new student applicants (*PreK-Grade 9*) will be required to complete a pre-admissions assessment. New student applicants in Grades 10-12 will be required to provide an official High School transcript. After receipt of the transcript, if additional evaluation is needed, CCS reserves the right to request that the applicant complete a pre-admissions assessment.
- Once available class seats have been filled, students will be placed on a waiting list. Placement on a grade level waiting list does not constitute acceptance, and the order of selection from a waiting list is at the sole discretion of the administration.

## **BOARD OF TRUSTEES OF CAROLINA CHRISTIAN SCHOOL**

Carolina Christian School is governed by the School Board whose purpose is to determine policy, direct the Head of School to carry out policy, and ensure the overall health of the school. All board members are approved by the Session of Carolina Presbyterian Church. Individuals who display a strong Christian commitment, express agreement with the church's doctrinal statement and the school's mission and vision statements, and are members of the church in good standing.

## **PARENTAL REQUIREMENTS**

Parents will be required to:

- sign the ***Statement of Agreement*** stating that they are in agreement with the policies of the school
- support the philosophy and mission of CCS

- cooperate fully in seeing that homework assignments are completed
- cooperate fully in the school's discipline policy

## **PARENTAL INVOLVEMENT AND CONDUCT**

We encourage parents to participate in school and classroom activities. The classroom teacher will always be in charge and will make the final decisions. We ask parents not to call teachers at home. Parents should notify teachers and the office before coming to the classroom for visits and not interrupt classes while in progress.

The administration, faculty, and staff will strive to maintain an atmosphere and guidelines for the students that will promote positive behavior. The teacher is expected to be spiritually prepared and enthusiastic about classroom management. Therefore, it is important that parents cooperate and reinforce the same.

Following are some suggestions:

- Pray daily for the teachers, staff, and students.
- Be positive about the school, especially in front of the children.
- Be an encourager and build up one another.
- Refrain from gossip.
- Do not assume. If you don't understand something, ask.
- Be a team player.
- You are important; let us hear from you.
- When there is a concern or suggestion, please take the following steps:
  - Pray, seeking God's will.
  - Get all the facts (Do not assume that your child or others have given all the correct information).
  - Make an appointment to meet with the teacher to discuss your concerns.
  - Your concerns are not necessarily the concerns of everyone else. Therefore, be cautious before involving others with the concerns of your family.
  - We have an open door policy. Please be assured that we do care about your concerns and suggestions.

Rights of Parents:

Custodial Parents:

- The school cooperates with parents in implementing court orders, such as recognizing the rights of the primary physical custodian
- Custodial Parents must report any changes in custody to the school and provide a photo of any restricted persons or at risk individuals.
- When both parents share physical custody, or in the absence of a court order, the school will recognize the primary custodian the parent domiciled with the child at the address registered with the school.
- The primary custodian has the right to make day to day decisions for the child, such as emergency information, who picks up the child from school, or whether the child can participate in school activities.
- Because the primary custodian has the right to know where their child is at all times when attending school, the school reserves the right not to release a child from school to the non-physical custodian absent in an emergency.

- The school is not responsible for enforcing visitation or custody schedules. In the absence of full cooperation by parents, the school system will expect that upon the end of the school day, the child will return to the locations where he or she came from that morning, and any visitation or other arrangements shall occur off school property.

Noncustodial Parents:

- Parents who do not have legal or physical custody still retain certain rights, unless a court order expressly states otherwise.
- Noncustodial parents may meet with their child’s teacher and other school staff, may chaperone field trips at the school’s discretion, and may arrange to receive parental communications from the school, unless there is a court order that states otherwise.
- The school system retains the rights, but is not obligated to notify the custodial parent anytime the noncustodial parent requests information from or ask to meet with school staff or participate in school activities.
- Step parents and other individuals have no direct right to receive information about a student or discuss a student with school employees unless they have legal guardianship or permission of the legal guardian. Additionally, they may not register or withdraw a student unless they have legal guardianship. However, they may participate in any school meetings held with the custodial or noncustodial parents, at the parent’s request.

**Parent Teacher Fellowship (PTF)**

The Parent Teacher Fellowship exists to help fulfill the mission of Carolina Christian School and to strengthen the relationship between students, families, and teachers by promoting volunteer support and assisting the school in raising funds for supplemental educational materials and activities. This mission is administered under the direction of an appointed Leadership Team whose members represent the families of the school. The PTF includes all parents and grandparents of Carolina Christian School students, as well as church members who desire to actively support the school.

The PTF committees are formed at the first PTF meeting of each school year. There is always plenty for everyone to do, with more than enough work to go around. There are also a variety of service possibilities, which require people with different strengths and abilities to perform them. These are great opportunities for parents who work full-time and cannot volunteer during school hours. Simply ask what you can do, and we can find a job for you!

**Volunteer Guidelines for Carolina Christian School**

One of the major strengths of Carolina Christian School is the parental involvement. Organizations such as the PTF provide wonderful support and encouragement throughout the year. Parents who help with reading groups, teacher meals, yearbook, fundraising, bulletin boards, art projects, class parties, and an array of other activities are an indispensable facet of our school’s life and success. In order for our volunteers to be fully appreciated and instrumental in day-to-day operations, the following list of suggestions and guidelines should be carefully considered. Thank you for having a servant’s heart and for all you do to enable the staff and faculty to minister to the minds and souls of your children.

1. If assisting in the classroom, please sign the volunteer registration book in the school office when you arrive, and put on the volunteer badge provided.
2. Please coordinate with the teacher in advance that you are coming to help. Please limit your classroom

- assistance to a reasonable amount of time, depending on the activity with which you are helping. Remember the teacher needs to focus on the children's needs and not the needs of the volunteer.
3. Maintain a cooperative spirit with the teacher and with other volunteers as that is essential for productivity and a sense of teamwork.
  4. Please dress with modesty in mind.
  5. Make sure you know your teacher's discipline plan before you begin assisting in his/her class. This will make your job easier and the students will respond to you better.
  6. Do not express in words or actions anything in direct contradiction to the CCS statement of faith, policies and procedures.
  7. Remember that your service is a ministry to the faculty, staff, and children, but most importantly to God Himself. (Matthew 25:40)

### **Parental Grievances**

- Complaints, concerns, problems, or other matters brought to the Head of School's attention by a parent(s) or other member(s) of the community are to be communicated through proper channels.
- All such persons will be encouraged to deal with the situation at its source. This usually means speaking to the teacher or school staff member in an attempt to get clarification or resolution.
- If attempts have been made and satisfaction has not been reached, then:
  - The individual proceeds to the next level of authority. This means speaking with the Head of School.
  - If satisfaction is not realized, then in writing, the individual brings the matter to the school board's attention via the Head of School. This decision is final. No appeals can be made to the Pastor or Session of Carolina Presbyterian Church.

## **FINANCIAL POLICIES**

### Business Policies

1. Enrollment fees are non-refundable and due before a student's space can be reserved. All enrollment fees must be paid online through FACTS enrollment. Any enrollments after June 25<sup>th</sup> must pay the first month's tuition with enrollment.
2. Only one qualified tuition discount per student is allowed. If two discounts are applicable, the greatest discount is applied. Discounts are not applicable to any application fees, enrollment fees or other fees associated with the school.
3. When a grant or scholarship, such as NC Opportunity Scholarship, is applied to your account & not received in full by the school prior the end of the current school year, your tuition account will be billed for the remaining amount. The tuition account holder is responsible for any remaining tuition or fees due.
4. For accounts paid on a monthly basis, invoices will be emailed to all parents using the monthly payment plan. These serve as a reminder of when school payments are due. Monthly payments are due on the 15<sup>th</sup> of each month, beginning in July & August for Preschool.
5. Any accounts set up for draft payments for tuition, fees or incidental charges by draft can not be stopped without a 72 hour notice within school office hours by written request to the financial office.
6. Payments for tuition and incidentals will be made through our tuition management provider, FACTS. You are required to create a FACTS account in order to make payments. If the student requires split financial accounts, incidentals can only be charged to one account per student.
7. A late fee of \$25.00 will be charged for any charge, tuition or incidental, that is past the due date. There will be a \$30.00 fee for any returned check or NSF debit/credit charge to FACTS or CCS.

8. If the payment is as much as 30 days late, the parent or guardian will be notified that arrangements must be made in order to keep their child enrolled in school. At 60 days late, your student will not be allowed to attend school. If you are having a problem making the payment on time, please contact the Head of School to discuss arrangements for a payment plan.
9. Carolina Christian School reserves the right to deny students with non-current accounts access to re-enrollment, class, class trips, and extra-curricular participation regardless of monies paid.
10. Senior students with non-current accounts may not be permitted to participate in graduation ceremonies and activities, or receive a diploma or transcripts until payment is completed.
11. Report cards, test scores, and permanent records will be held until all past-due balances for tuition and/or other obligations are paid in full.
12. All Enrollment fees, tuition and incidents are non-refundable once incurred. Any class activities charges such as field trips are non-refundable once charged in FACTS. In the case of a student withdrawal, the current month's tuition is due completely regardless of the number of days attended. Tuition will not be prorated for the month. If tuition was prepaid for the year, the months following the withdrawal month will be refunded.

### Financial Aid Policies

1. Families seeking financial aid must reapply each school year.
2. Families may be eligible to receive up to \$1,500 in financial aid based on the results of their financial aid report.
3. All financial aid granted is contingent upon the student maintaining acceptable academic progress and avoiding disciplinary problems. Failure to do so would result in loss of financial aid.
4. Financial aid applications will be accepted with the start of enrollment through date to be determined. No applications will be accepted after this time.
5. All financial obligations such as tuition and incidentals must remain current. Failure to do so will result in loss of financial aid.
6. Additional restrictions or adjustments may be added at any time throughout the year, as the Head of School and/or the CCS School Board deem necessary.

## **UP-TO-DATE INFORMATION**

### **Emergency Information**

The school office should be notified about any changes in the family's address or telephone number, as well as the parent's place of employment and phone numbers. The office should always have up-to-date information such as: family doctor and phone number, information about the student's allergies, medical information, and any other information that the school should need to know about the student's well being. Additionally, parents should review Family Portal to ensure information is correct.

## **COMMUNICATION**

### **Email**

Email is the primary method through which information will be passed to parents. Please make sure your email addresses are current and checked regularly. For those who do not have email access, please contact the school office for other arrangements. Emails sent prior to 4:00pm may be replied to within 24 hours. Emails sent after 4:00 pm may be replied to within 36 hours.

### **CCS Web Page**

Please visit the CCS web page frequently to locate information such as forms, calendar of events, lists,

and general information. It is updated on a regular basis and is useful for most information needed.

### **CCS Connect App**

CCS App is available for download on apple app store and google play platforms. Apps will give direct access to the FACTs platform for grades, events, resource documents and school notifications. It is free of charge to all families, but does require a FACTS log in.

## **ACADEMIC POLICIES**

### **Student Promotion and Retention**

- Promotion will be used to show progress of the student from one grade level to another. Except in the case of extenuating excused absences, each student is expected to attend the designated number of school days to be eligible for promotion.
- A student who has an unsatisfactory grade (U) or has not indicated a mastery of skills covered in his or her grade level will be kept in that grade level until demonstrating sufficient progress that merits advancement to the next grade level.
- If there is a possibility that a student will be retained, parents will be notified well in advance of the end of the school year. With good parent/teacher communication, there should be no instance of a parent being unaware of the student's lack of progress.

### **Report Cards**

- For all students, progress reports and report cards are issued four times a year. The evaluations reflect the child's performance in relation to grade level course standards. When expectations have been modified for a child, the evaluation will indicate.
- Grades are regularly entered and constantly available to parents throughout the grading periods on RenWeb. Parents are encouraged to actively monitor their child's progress.

### **Make-Up Work**

If a child is out of school voluntarily (excused absence) or because of an excused lengthy illness, it will be the responsibility of the student or parent to communicate with the teacher to discuss class assignments and tests.

### **Grading Scales**

Lower School (PK-5)

The lower school grading scale is as follows:

#### Grading Scale (PK - 2)    Grading Scale (Grades 3 - 5)

E (Excellent)	A (93 - 100)
S (Satisfactory)	B (85 - 92)
P (Progressing)	C (77 –84)
N (Needs Improvement)	D (70 – 76)
U (Unsatisfactory)	F (69 and below)

Grading scales are noted at the bottom of the student's report card.

Conduct/Work Scale

- E (Excellent)
- S (Satisfactory)
- P (Progressing)
- N (Needs Improvement)
- U (Unsatisfactory)

Conduct areas evaluated:

- |                          |                       |              |
|--------------------------|-----------------------|--------------|
| Compliance with policies | Responsibility        | Self-control |
| General behavior         | Respect for authority | Cooperation  |
| Attitude                 | Courtesy              |              |

Work habits evaluated:

- |            |              |                 |
|------------|--------------|-----------------|
| Effort     | Study skills | Self-motivation |
| Initiative | Organization |                 |

**Upper School (6-12)** The upper school grading scale is as follows:

Letter	Numerical Quality	Point	Honors	AP
A	95-100	4.0	5.0	6.0
A-	92-94	3.7	4.7	5.7
B+	89-91	3.3	4.3	5.3
B	86-88	3.0	4.0	5.0
B-	83-85	2.7	3.7	4.7
C+	80-82	2.3	3.3	4.3
C	77-79	2.0	3.0	4.0
C-	74-76	1.7	2.7	3.7
D+	71-73	1.3		
D	68-70	1.0		
D-	65-67	0.7		
F	Below 65	0		

\*\*No honors or AP quality points will be given for any grade below a C-.

Student grade point average (GPA) is determined not only by the grade earned, but also by the difficulty of the course. Carolina Christian School uses a 4-point weighted scale to measure GPA. Honors courses receive an additional weighting of 1 quality point per class. AP courses receive an additional weighting of 2 quality points. For example, a student taking an honors course who receives a B in the course would receive a 4.0 in that class, even though the same grade in a standard class would receive a 3.0.

- **GPA Calculations Used on Transcripts:** The Sum of all (Credits x GPA)/Sum of all Credits

**Homework Policy**



## **Purpose**

Carolina Christian School believes that homework serves to build responsibility, self-discipline, and positive habits. It is the intention of the faculty to assign relevant, challenging, and meaningful homework assignments that reinforce classroom learning objectives. Homework should provide students with opportunities to apply what they have learned, complete unfinished classroom assignments, and promote independence. To assist students in understanding the value of completing homework, students who do not have their homework completed will be excused to a quiet area until the assignment is completed.

## **Homework Assignments include:**

- Practice exercises to follow classroom instruction
- Review assignments to prepare for assessments
- Extension assignment to transfer learned skills to new situations
- Integration of many skills to create a product

## **Time**

The actual time a student takes to complete homework will vary depending on study habits, academic skills, and selected course load. If your child is spending an inordinate amount of time doing homework, the teacher should be contacted.

## **Late Work Policy**

Students are expected to turn in homework on time. Students who turn in late assignments on a consistent basis will receive any of the following based upon individual teacher discretion or grade level policy.

- Partial credit
- No credit
- Missed reward activity
- Communication with parents
- Demerit

## **Responsibilities of Staff:**

- Assign relevant, meaningful homework that reinforces classroom learning.
- Give clear instructions and make sure students understand the purpose.
- Give feedback on all homework assignments.
- Communicate with other teachers about tests and projects due (if a student has multiple teachers).
- Involve parents and contact them if a pattern of late or incomplete homework develops.
- Assignments are posted and accurate for the day.

## **Responsibilities of Parents:**

- Set a regular, uninterrupted time to do homework each day.
- Establish a quiet, distraction-free area to work.
- Monitor your child's organization and daily list of assignments in their agenda.
- Help your child work to find the answer, not just to get it done.
- Be supportive when your child gets frustrated with difficult assignments.

## **Responsibilities of Students:**

- Write down all assignments in the Agenda or have convenient access to RenWeb.
- Be sure you understand what is expected with all assignments. Ask clarifying questions if

necessary.

- Set aside a regular time each day for homework and studying.
- Find a quiet, distraction-free area to work.
- Work on homework independently whenever possible, so that it shows what you are able to do.
- Produce work that you are proud to take back to school.
- Make sure assignments are done according to the given instructions and completed on time.

HS (g. 9-12) – Homework is due as assigned. Any homework not turned in on, or before, the due date/time will be recorded as a zero. The teacher may still expect the work to be completed.

MS (gr. 6-8) – Homework is due as assigned. Any homework not turned in on, or before, the due date/time will be recorded as a zero. The teacher may still expect the work to be completed.

### **High School Graduation Requirements**

To receive a diploma from Carolina Christian School, students must complete at least 24 units of study, including 4 units in Math, 4 units in English, 3 units in Social Studies, 3 units in Science, 4 units in Bible (or a semester of Bible for every year a student attends Carolina Christian School), 2 units in Foreign Language, 0.5 units in Health, 0.5 units in Physical Education, 0.5 units in Fine Arts, and 2.5 elective units. Additionally, students must score a minimum of 800 on the PSAT or SAT or a 14 on the PreACT or ACT.

While these credits allow a student to fulfill graduation responsibilities, it is important to note that the more relevant indicator of what a student should take in regard to elective coursework is centered on the entrance requirements of the college a student would like to attend.

### **High School Drop/Add Process**

- Students will have the opportunity to initiate moving up or down within a subject (if an alternative exists) as late as the 10<sup>th</sup> class (for instance from Honors Algebra II to Algebra II). Afterward, the process becomes teacher initiated. If a student elects to drop down in coursework, the student would lose any quality points for the entire year in that subject.
- If a student elects to drop the class, the request must be made within the first 10 class periods in order to prevent the class from showing on the transcript. Afterward, the class will be shown on the transcript and be recorded as either a WP (withdraw passing) or WF (withdraw failing).

### **High School Attendance Guidelines**

*SPECIAL NOTE* - In addition to the general guidelines for all CCS students, high school students that miss more than 20 classes for a year-long class or more than 10 classes for a semester-long class will not receive credit for the class without Head of School approval. If a class meets intermittently, students must attend 85% of the classes to receive credit. A student will be considered absent if they miss more than 15 minutes of a class

## **STUDENT LIFE**

### **STUDENT CODE OF CONDUCT - GENERAL COMMENTS**

The underlying foundation and philosophy for all Student Conduct policies and procedures is based upon

biblical principles. In matters of morality and practice we hold to guidelines as biblically stated. The school is best able to provide an enriching, enjoyable, and constructive educational experience for each student by maintaining a positive and disciplined learning environment where consideration is given to each person's needs.

It is our responsibility to provide the proper learning environment for students. It is the student's responsibility to make the commitment to live within the rules and regulations that are necessary for us to function together each school day in a God-honoring manner. Discipline can be defined as self-control. In a well-disciplined classroom both the teacher and the student exercise self-control. Any breakdown in self-control by individuals hinders learning.

Students are expected to:

- Be Obedient as unto the Lord
- Respect authority
- Respect others
- Respect your body and abstain from all sexual impurity (1 Cor. 6:18-20)
- Respect school and church property
- Address teachers by using their title and last name
- Discuss any concerns (academic, social, or behavioral) before leaving school for the day

## **GUIDELINES AND EXPECTATIONS**

CCS desires to work with students and parents on character formation and the educational process. It is expected that students will abide by CCS rules and policies. Should a discipline problem arise, the teacher or administrator will counsel the student and a demerit or detention notice may be sent home. Parents will be notified when a student fails to correct repeated minor infractions or violates any major rule. A cumulative discipline record is kept. Situations may occur where the normal procedure may not be applicable. In those cases, the Head of School, Administrative Team or School Board will take whatever action is deemed necessary.

## **DISCIPLINE SYSTEM**

The Upper School uses a demerit system coupled with four defined categories; academic integrity, student responsibility, character formation, and serious offenses. Consequences are designed to be given to encourage responsibility and godly character as well as reduce the unwanted behavior.

### **Category A- Academic Integrity**

Academic integrity is essential to the success of every educational institution. Please become familiar with these guidelines. In an age-appropriate manner, these guidelines will be explained to the students by the teachers. Violations are a serious matter and will be treated as such.

#### **Guide to Academic Violations**

1. Using unauthorized materials or receiving unauthorized assistance during an examination\* or in connection with any work done for academic credit. Unauthorized materials may include (but are not limited to) notes, textbooks, previous examinations, exhibits, experiments, papers, or other supplementary items.
2. Giving false or misleading information regarding an academic matter.
3. Copying information from another student during an examination.
4. Rendering unauthorized assistance to another student by knowingly permitting him or her to see a

- copy of all or a portion of an examination, or any work to be submitted for academic credit.
5. Discussing any examination with another student before all students have completed the examination
  6. Obtaining prior knowledge of examination materials (including using copies of previously given examinations) in an unauthorized manner.
  7. Selling or giving to another student unauthorized copies of any portion of an examination.
  8. Using a commercially prepared paper or research project or submitting for academic credit for any work completed by someone else.
  9. Falsifying reasons why a student did not attend a required class or take a scheduled examination
  10. Making unauthorized changes in any reported grade or on an official academic report form, such as in-class grading.
  11. Falsifying scientific or other data submitted for academic credit.
  12. Collaborating in an unauthorized manner with one or more students on an examination or any work submitted for academic credit.
  13. Committing the act of plagiarism—the deliberate copying, writing, or presenting as one’s own the information, ideas, or phrasing of another person without proper acknowledgement of the true source.
  14. Using computing facilities or library resources in an academically dishonest manner or a manner that betrays the values of Carolina Christian School.

*\*examination—refers to any exam, test, quiz, pop-quiz, homework, etc. for which academic credit is received.*

*(TAKEN FROM JAMES MADISON UNIVERSITY HONOR CODE, HARPETH HALL SCHOOL HONOR CODE, UNITED STATES NAVAL ACADEMY HONOR CODE, AND CHRIST PRESBYTERIAN ACADEMY MIDDLE SCHOOL HONOR CODE)*

### **Consequences for Category A offenses**

Academic integrity violations will be treated as serious matters and may result in one or more consequences. Consequences may include; no academic credit, reduction in academic credit, demerit/s, detention or suspension.

### **Category B—Student Responsibility**

- Class disruption
- Dress code violation
- Eating or chewing gum in class
- Excessive talking or talking without permission
- Failure to comply with instructions
- Improper use of technology and/or cell phone usage during school hours
- Inattentive
- Missing signatures
- Not prepared for class

### **Consequences for Category B offenses**

- a.) One demerit with parent email notification.
- b.) After 4 demerits, the administration will counsel the student to look at ways of avoiding more demerits. Email notification of a meeting will be sent to parents.
- c.) After 8 demerits, a 2 hour detention must be served.
- d.) After one 2-hour detention in a quarter due to Category B offenses, the student will only be allowed to receive 2 demerits before serving his/her second 2-hour detention.

e.) After two 2-hour detentions the student will only be allowed to receive 2 demerits before serving his/her third 2-hour detention.

f.) Every semester a new slate begins for counting Category B offenses.

### **Category C—Student Character Formation**

- Dishonesty
- Destruction or misuse of school property
- Disrespect
- In off-limits area of campus
- Inappropriate speech (vulgarity, swear words, meanness, sexually implicit phrases or jokes, etc.)
- On campus driving violation
- Outright Disobedience

### **Consequences for Category C offenses**

- a. An automatic 2-hour detention with a detention notice signed by a parent and teacher. Parents may be required to accompany the student to serve Category C detentions.
- b. Parents will be required to meet with the administration if a second Category C detention has to be issued and a parent will be required to accompany the student to serve the second Category C detention.
- c. After the second detention for a category C offense, out- of -school suspension will be utilized rather than detention.
- d. After the second suspension, the CCS School Board, at the Head of School's recommendation, may ask a student to withdraw from CCS, expel him/her, or not allow him/her to re-enroll if s/he engages in major disciplinary infractions, or does not reflect a desire to live within philosophy of CCS.

The process above will be used for normal disciplinary concerns. If any discipline incident is serious enough, the process may be accelerated.

### **Category D – Serious Offenses**

- Fighting
- Vandalism of school property or graffiti
- Possession of alcohol or drugs (Expulsion)
- Possession or use of weapons (Expulsion)
- Failure to appear for detention
- Practice sexual impurity as defined in 1 Corinthians 6:18-20
- Bullying
- Sexual harassment
- Stealing
- Truancy

### **Consequences of Category D offenses**

\*\* Suspension or Expulsion

## **DETENTIONS**

Detentions will be 2 hours in length and scheduled as needed. Students need to report to the administration. Detentions may include general cleaning around the school and grounds, therefore students should dress accordingly.

## **SUSPENSIONS**

**Out-of-School Suspension** is defined as a temporary absence from school. When a student is suspended from school, they may not be on campus or attend any school event. Classwork is to be completed at home as assigned and turned in upon return to regular classes.

**In-School Suspension** is defined as a temporary separation from the classroom environment. All class work receives credit.

## **DISMISSAL FROM SCHOOL**

### **IMMEDIATE WITHDRAWAL**

1. Students who commit serious conduct offenses may be asked to withdraw from CCS immediately, depending on the level of danger, risk, influence on others, effect on integrity and safety of others, perceived desire to change, and past conduct history.
2. If parents do not accept the recommendations from the Head of School to withdraw the student, the School Board will study the case and decide if the student will be expelled immediately.

**Expulsion** is defined as complete dismissal from Carolina Christian School. If expulsion is required, the family will not receive a refund of the tuition that has been paid to Carolina Christian School. The parent has the right to file a formal appeal in writing with the school committee, who has the final decision. No appeals may be made to the Pastor or the Session of Carolina Presbyterian Church.

### **Readmission after Expulsion or Forced Withdrawal**

Parents who seek readmission or participation in school activities (athletics, clubs, fine arts) of a student expelled or withdrawn as a result of the disciplinary process shall request such by letter to the Head of School. There should be evidence of a changed attitude sustained over a period of time. It is the School's policy not to re-admit a previously expelled student for at least one year from the date of expulsion. The school board, or its delegated committee, will make a decision based on the student's attitude and circumstances at the time of reapplication.

## **LOWER SCHOOL DISCIPLINE POLICIES**

### **Upper Elementary Grades 3<sup>rd</sup>-5<sup>th</sup>**

#### **Category A- Academic Integrity**

Academic integrity is essential to the success of every educational institution. Please become familiar with these guidelines. In an age-appropriate manner, these guidelines will be explained to the students by the teachers. Violations are a serious matter and will be treated as such.

#### **Guide to Academic Violations**

1. Using unauthorized materials or receiving unauthorized assistance during an examination\* or in connection with any work done for academic credit. Unauthorized materials may include (but are not limited to) notes, textbooks, previous examinations, exhibits, experiments, papers, or other

supplementary items.

2. Giving false or misleading information regarding an academic matter.
3. Copying information from another student during an examination.
4. Rendering unauthorized assistance to another student by knowingly permitting him or her to see a copy of all or a portion of an examination, or any work to be submitted for academic credit.
5. Discussing any examination with another student before all students have completed the examination.
6. Obtaining prior knowledge of examination materials (including using copies of previously given examinations) in an unauthorized manner.
7. Selling or giving to another student unauthorized copies of any portion of an examination.
8. Using a commercially prepared paper or research project or submitting for academic credit any work completed by someone else.
9. Falsifying reasons why a student did not attend a required class or take a scheduled examination.
10. Making unauthorized changes in any reported grade or on an official academic report form, such as in-class grading.
11. Falsifying scientific or other data submitted for academic credit.
12. Collaborating in an unauthorized manner with one or more students on an examination or any work submitted for academic credit.
13. Committing the act of plagiarism—the deliberate copying, writing, or presenting as one’s own the information, ideas, or phrasing of another person without proper acknowledgement of the true source.
14. Using computing facilities or library resources in an academically dishonest manner or a manner that betrays the values of Carolina Christian School.

*\*examination—refers to any exam, test, quiz, pop-quiz, homework, etc. for which academic credit is received.*

### **Consequences for Category A offenses**

Academic integrity violations will be treated as serious matters and may result in one or more consequences. Consequences may include; no academic credit, reduction in academic credit, demerit/s, detention or suspension.

### **Category B—Student Responsibility**

- Class disruption Consequence: No recess
- Excessive talking or talking without permission Consequence: Silent Lunch
- Not following directions Consequence: Silent Lunch
- Off Task/Inattentive Consequence: Silent Lunch
- Not prepared for class Consequence: No recess
- Dress Code violation Consequence: Phone parent

### **Category C—Student Character Formation**

- Dishonesty
- Destruction or misuse of school property
- Inappropriate speech (vulgarity, swear words, meanness, sexually implicit phrases or jokes, etc.)

### **Category C—Consequences:**

In School suspension for the rest of the day and parent conference.

### **Category D – Serious Offenses**

- Fighting \*\*
- Vandalism of church/school property or graffiti\*\*
- Stealing\*\*
- Biting\*
- Spitting on another student\*
- Hitting another student\*

**Consequences of Category D offenses**

\*Sent home for the remainder of the day with classwork

\*\* Suspension (parent pays for repairs)

\*\*\*Expulsion

**The Lower Elementary Discipline Policy Grades PK-2**

Issues dealing with student responsibility and minor behavior problems will be dealt with by the classroom teacher on a day-to-day basis, according to the classroom rules and procedures. If a student shows repetitive misbehavior or if s/he is involved in behavior that is more serious (cheating, vandalism, disobedience, fighting, inappropriate speech, classroom disturbance, etc.), s/he will meet with the administration, who will determine what consequences the behavior merits, and notify parents.

Students who exhibit the following behaviors will be sent home with their assignments for the remainder of the day upon each occurrence:

- Hitting/Kicking another student or staff
- Spitting on another student or staff
- Biting another student or staff
- Fighting

**Public Displays of Affection** --No public display of affection is allowed at CCS, at any CCS sponsored event, or at any event in which CCS is represented.

**24-Hour Policy**

Students at Carolina Christian School are expected to abstain both on and off campus and at all times (24/7/365) from the use or possession of alcoholic beverages, tobacco, vaping or juuling paraphernalia, drugs, and pornography as well as from gambling and other undesirable practices that are generally recognized to be harmful to health and Christian character. (See 1 Corinthians 6:19-20.)

**Horseplay**

Horseplay has become an issue. This includes but is not limited to slapping, twisting, non-sexual touching, and other types of engagement with other students that are inappropriate for a school setting. These actions can escalate into physical violence at worst and distraction from studies at the least. Any student who participates in horseplay will get a 2 hour detention as it will be a class C offense in our discipline policy.

**Upper School Lockers**

Lockers are assigned to all upper school students and we suggest that sturdy combination locks be



purchased to keep items secure. Only combination locks will be allowed, so please do not purchase or use locks that require a key.

Students will be permitted to place the combination locks on the lockers once the student has given the combination to their homeroom teacher. This is simply to assist students if the combination is forgotten.

CCS is a multi-use facility, therefore we strongly recommend the purchase of a combination lock for your student, as they are responsible for all of their books, calculators, and electronics. Valuables should be taken home daily as the school is not responsible for items missing or stolen.

<b>Appropriate Items For Lockers</b>	<b>Inappropriate Items for Lockers</b>
Lunch boxes and snacks	Food items left overnight, TRASH of any sort
Magnetic decorative items on the <b>inside ONLY (no tape inside or out)</b>	Permanent decorative items or items of any sort on the exterior are prohibited
Clean plastic forks or spoons for lunch – no metal knives should be brought to school.	Any items banned from the campus apply to lockers as well. (Ex., lighters or pocket knives)

## **Uniform and Dress Code**

### **GENERAL COMMENTS**

The intent of the uniform and dress code is to train our students to glorify God through the practice of self-discipline and to realize that certain clothing and styles are more appropriate to specific situations. It is important to note what is “in style” is not always in accordance with the standards we seek to reflect. However, as Christians we are called to be different than the world. Because types of clothing we wear can influence our attitude and behavior, the following uniform and dress code represents the expectation of dress at our school and at all after-school activities.

Since students purchase their clothing and personal belongings as a part of the family unit, and prepare for school at home, it's CCS's desire to partner with parents to give proper guidance on clothing choices. We would much prefer appropriate clothing and decisions be handled at home to insure compliance with CCS standards. Parent support for the natural process of consequential decisions by students is greatly appreciated and helpful in the maturation process.

### **Uniform/Dress Code Information**

Uniform pieces can be purchased at our school site on [Lands' End](#), (School Code 900171364) or elsewhere as long as pieces meet the style and color selections available on our Lands' End site. Items purchased from vendors other than Lands' End will need to have the school crest added. The following service providers are available for crest application:

Sharp Headwear Embroidery & Printing Company  
304 North Main Street  
Oakboro, NC 28129  
704-485-6200

Please note that Sharp Embroidery may apply the crest to any item (t-shirts, hats, etc.), but those items are not school approved spirit wear and are not to be worn during school hours.

## **GUIDING PRINCIPLES**

Although different styles of clothing are available, it is the school's preference to use the following guidelines to assist students in making decisions regarding the appropriateness of their clothing. If the following guiding concepts are followed, the student should find their decisions to be within the school's preferences.

- a.) School clothes must be modest, neat, and clean.
- b.) Tight-fitting clothes will not be allowed.

## **SPECIFIC STANDARDS FOR PRE-K UNIFORM CODE**

### **Shirts**

- Collared Shirts must be any of the approved uniform colors of white, navy, light blue or burgundy. They may be purchased at other stores other than Lands' End.
- The shirts do NOT need to have the school crest. That is optional and can be done through Lands' End. • Approved Spirit Wear t-shirts may be worn on Thursday and Friday. CCS Spirit wear is only available for purchase through Lands' End.  
[Lands' End](#) (School Code: 900171364)

### **Pants/Capris/Shorts**

- Navy and Khaki colors only; jeans may be worn on approved days.
- Leggings are NOT to be worn as pants; they are only to be worn under dresses.

### **Dresses/Skirts/Skorts**

- Jersey Dresses
  - Navy, light blue, burgundy
  - School crest NOT required
- Jumpers are to be worn with approved collared shirts only
  - Solid khaki, navy or burgundy
  - School crest NOT required

### **Belts**

- Not required but if worn, must be black, brown, navy or khaki

## **Socks/Shoes**

- Sandals and Crocs allowed but must have a back; **no slides or flip flops.**

## **SPECIFIC STANDARDS FOR ELEMENTARY/MIDDLE SCHOOL UNIFORM CODE**

### **Shirts**

- Collared uniform shirts are to be worn Monday, Tuesday, and Wednesday. School approved spirit wear t-shirts can be worn Thursday and Friday. Spirit Wear is available only through [Land's End](#).
- Spirit wear t-shirts are purchased through Land's End. School sponsored event t-shirts are also allowed.
- All collared polo shirts are required to have the school crest. The school crest is to be a flock or embroidered.
- Long and short sleeve polo shirts can be burgundy, white, light blue, and navy only. ● Short and long sleeve women's Peter Pan blouses and women's and men's oxfords can be white and light blue.
- Turtlenecks must be white or navy.
- Shirts must be tucked in at all times.
- No more than two top buttons may be unbuttoned.
- Undershirts and camisoles worn under approved uniform shirts must be white or natural color and have no visible lettering, straps, or graphics. Outlines of undergarments should not be visible.

### **Pants/Capris/Shorts**

- Navy and Khaki colors only
- Pants, capris and shorts are allowed and can be purchased at any location, but
  - must be of uniform fit (tight fitting clothes will not be allowed)
  - must be of uniform style (slashed back pockets, no elastic hem, no drawstring)
  - must be of uniform material (No jeggings or denim)
- Shorts must be no shorter than two (2) inches from the top of the knee.
- No hipsters.
- Cargo style is permitted if it has slashed back pockets.
- Outlines of undergarments should not be visible.

### **Dresses, Jumpers, Skirts, and Skorts (all must be no shorter than 2" from the top of the knee)**

- Jersey Dresses
  - navy blue, light blue and burgundy
  - school crest required
- Jumpers are to be worn with uniformed approved collared shirts only
  - solid khaki, navy, or burgundy
  - Plaid must be Clear Blue Plaid or Burgundy/Gray Plaid as sold from Land's End (free swatches are available from Land's End if you would like to purchase from another vendor).
  - No crest required on a jumper
- Skirts and skorts must be uniform approved

- solid khaki and navy
- Plaid must be Clear Blue Plaid or Burgundy/Gray Plaid as sold from Land's End (free swatches are available from Land's End if you would like to purchase from another vendor).
- Must be no shorter than two (2) inches from the top of the knee.

### **Belts**

- Solid black, khaki, navy, or brown belts must be worn with pants/shorts/skirts/skorts having belt loops.

### **Socks/Shoes**

- Socks/tights/hose must be worn at all times with all styles of shoes except sandals and clogs.
- Shoes must be the same color.
- All visible socks *must be* solid black, brown, white, or navy. Solid color athletic socks with a single logo (i.e. – Nike, Under Armor, etc.) are allowed.
- Appropriate colored (navy, white, burgundy, or khaki) tights or leggings are allowed.
- Sandals and clogs are allowed but must have a back—**no slides or flip-flops.**

### **Sweaters, Cardigans, and V-neck Pullovers (worn over collared shirt only)**

- Solid burgundy, white, and navy
- Worn over an approved collared uniform shirt
- Crest optional

### **Spirit Wear Thursday and Fridays (Must be purchased through Land's End)**

- Long sleeve/short sleeve essential shirt
- Raglan T-shirt
- Crewneck sweatshirt (must be worn over school approved shirt)
- Hoodie Pullover sweatshirt (must be worn over school approved shirt)
- Zip front sweatshirt (must be worn over school approved shirt)
- Sweatpants
- Mesh shorts

Crew neck t-shirts with the crest are not school approved.

Outerwear purchased via Land's End is school approved to be worn during class

- Fleece vest
- Down vest (navy only)
- Fleece jacket
- Fleece Half Zip
- Piped Athletic Jacket

CCS does not require coats to be school approved. Coats should be worn to school during the winter months over CCS approved uniform items. Coats are not to be worn during class. Your student may prefer to wear a non-CCS hoodie, jacket, or sweatshirt to school as their coat, but this will not be permitted to be worn in class.

## **Hair/Adornments**

- Hair must be clean and neat and of natural tones.
- Men's hair is to be trimmed so as not to touch the shirt collar. It should be above the bottom of the ears and eyebrows.
- Men are to be clean shaven daily.
- Hats are not permitted in the building during school hours.
- Scarves must be white, navy, burgundy, light blue or gray.
- Men are not permitted to have earrings or body piercing.
- Women may only have their ears pierced.
- Visible tattoos are not allowed.

## **Makeup/Jewelry**

- Moderate and natural in appearance.
- Excessive jewelry distracting from the educational process is not permitted.

## **SPECIFIC STANDARDS ON CHAPEL DAYS**

**ELEMENTARY/MIDDLE SCHOOL** School approved collared shirts are required on Chapel days. Students may wear solid color long-sleeve t-shirts (white, blue, black or burgundy) under the collared polo shirts. No hoodies, jackets, or t-shirts are permitted during the Chapel service.

## **SPECIFIC STANDARDS AT EXTRA-CURRICULAR ACTIVITIES**

During after school activities the students are still representing our school. We expect them to dress appropriately and be modest and neat. Tight fitting clothing should not be worn. Uniforms are not required but we encourage wearing school spirit wear. We expect the students to follow the policy guidelines for length of shorts, skirts, dresses, and skorts. Outlines of undergarments should not be visible.

Please note that only items in the written dress code are school approved. Having an item crested or flocked does not make the item school approved. Please check the written dress code before having the item crested or flocked. If you have questions or concerns please contact the school administration.

## **HIGH SCHOOL APPEARANCE CODE**

Carolina Christian School strives to maintain a positive and professional learning environment, which reflects God's call to modesty and purity. Consequently, our appearance should encourage concentrated study and should in no way distract from the learning process. Therefore, our appearance code is defined by two specific standards: modesty and professionalism.

### *Modesty*

First and foremost, a student's appearance should reflect his/her identity as a follower of Christ. Everything we do is an expression of our relationship with God, and in His Word, God makes it clear that we are to be modest and treat our bodies with the utmost respect. Students' appearance should also reflect the Christian value of encouraging the focus on the inner self, not the outer. It is also important to note that what is "in style" is not always in accordance with the standards we seek to reflect. However, as Christians, we are called to be "different from the world." Therefore, we have some basic guidelines that we expect students will meet in accordance with these biblical standards. The standards of modesty should be reflected in a student's dress at all times.

- The general guideline for the length of skirts and dresses requires that they must be no shorter than 2 inches from the top of the knee.
- Jeans must be in good condition and may not have holes or rips in them. They must not be tight or revealing.
- Pants may not be constructed of a knit fabric and must have pockets and should not be constructed in an overall style that is too tight or body shape revealing. *Under no circumstances are leggings considered pants. Leggings and all “legging-type pants” should not be worn to school.*
- Clothing should completely cover undergarments, including straps and necessary parts of the body at all times. *Girls should take care to ensure tops are not plunging or revealing at the neckline. Boys and girls both should take care to cover their midsections while standing in a normal posture.*
- During school hours, co-curriculars, and events, boys are expected to keep a shirt on at all times.
- Formal Event Dress Standards: The principle of modesty remains the guiding standard for dress at these events. This includes selecting a dress that is appropriate in length, as well as providing appropriate coverage that is not low-cut or plunging at the neckline. For formal events that include dancing, dresses must have straps.

### *Professional*

We want students to be comfortable, but we also expect that a Carolina Christian School student’s appearance should meet basic standards. As a learning community committed to excellence, we desire students to wear clothes that are appropriate and create this type of learning environment. It is important to note that these standards do not involve morality; rather they are preferences that CCS seeks to uphold in our school community. This is also in place to prepare our students for their future when they may have various appearance codes at their places of employment or other venues.

The following are the professional dress requirements during the school day:

- For both boys and girls, shorts must have an inseam length of at least 7”. *Many in-style shorts do not meet this professional requirement and should thus be saved for after-school hours.*
- Athletic attire is not acceptable outside of PE class, practices, or rehearsals. *This includes shorts, sweatpants, joggers, yoga pants, and slides.*
- All clothing should be in good repair. *Clothing with holes, patches, or ragged/frayed ends may not be worn. This includes clothes that are designed with frayed/ragged ends or holes.*
- Shirts must cover the shoulders. *Tank tops for either girls or boys are not acceptable school attire. At no time should undergarments be showing, including bra straps.*
- Hats or bandanas are not to be worn inside during the school day. *Special permission may be given by the administration due to extenuating circumstances or special events.*
- No Hoodies may be worn at any time during school hours.
- Designs or slogans which do not meet the professional standards of CCS are inappropriate regardless of whether they are on clothing or personal belongings. *Clothing, decoration on clothing or personal items, which promote musicians or musical events, should not be worn at school. We do not care to debate or interpret what is Christian, quasi-Christian or anti-Christian music or musicians.*
- Hair should look neat and natural. *Any hairstyle, hair color, or head appearance, which includes but is not limited to unnatural coloring, Mohawks, or designs shaved into heads, that tends to call undue attention is not acceptable. Hair should always be out of the eyes, regardless of how it is kept or worn, neatly trimmed, and well-groomed at all times. Boys’ hair should be cut so that it is off the collar. Any facial hair must be well groomed and non-distracting. Dying hair, coloring tips, etc. is permitted only*

*if the color is a naturally occurring color. This would not include dark red, eggplant or other shades that are not natural.*

- Any clothing or personal appearance that tends to call undue attention to the individual is not acceptable.
- Boys may not wear earrings to school and *piercings other than earrings for girls are not appropriate. Students who have such piercings will be required to remove their body jewelry when they arrive at school or put in an invisible spacer during the school day.*
- Tattoos or “body art” are not appropriate if visible.

### *Athletic Dress Code*

#### Boys

- Shirts must be worn at all times, both inside and outside of the building.
- Shirts may not be altered, cut, twisted, or manipulated to expose unnecessary skin on the torso, back or chest area.
- Sleeveless shirts are acceptable if part of the required practice uniform.
- All shorts whether worn inside buildings or outside must have at least a 3” inseam.
- Spandex is acceptable only if shorts with at least a 3” inseam are worn over the spandex.
- Spandex worn alone is not acceptable.

#### Girls

- Shirts must be worn at all times, both inside and outside of the building.
- Shirts must not be altered, cut, twisted, or manipulated to expose unnecessary skin on the torso, back or chest area.
- Sleeveless shirts are acceptable if part of the required practice uniform.
- Undergarments must not be visible at any time during practice or working out.
- All shorts whether worn inside buildings or outside must have at least a 3” inseam.
- Spandex is acceptable only if shorts of at least a 3” inseam are worn over the spandex.
- Spandex shorts worn alone are not acceptable.
- Full length spandex, or spandex that extends down to just above the knee are not acceptable to wear while working out on campus.

If a student or parent has a question of whether a specific garment or style is appropriate, the time to check is before wearing it. Appearance standards related to modesty always apply when students are on campus or at any school activity, unless otherwise specified. Standards related to professionalism should be applied as they are appropriate for the activity (for example, students may wear sweatpants to a sporting event).

Since students purchase their clothing and personal belongings as a part of the family unit, and prepare for school at home, it is CCS’s desire to partner with parents to give proper guidance on clothing choices. We would much prefer appropriate clothing and appearance decisions be handled at home to ensure compliance with Carolina Christian School standards. Each student will be held responsible for his/ her appearance. Instances of deviation from established standards will be handled on an individual basis. Parents’ support for the natural process of consequential decisions by students is greatly appreciated and helpful in the maturation process. We realize appearance and dress code may feel subjective, but CCS faculty, staff, and administration work to apply these standards consistently. When a student is asked to modify dress, we expect a respectful response even if a student or parent is not in agreement. If a student is found to be out of dress code, he/ she will be required to correct the situation by changing clothes. The

use of duct tape, band-aids, or other efforts to cover a dress code violation are not acceptable. If a student is not able to correct the violation quickly so that they can return to class, alternative clothing will be provided. In the case of piercings that are outside of dress code, the students will be asked to remove the jewelry immediately. Students will be allowed one warning for a dress code violation. Additional instances will be seen as a sign of disrespect and will result in consequences.

## **High School Driving Policy**

**Before a student may drive a car to school, the student must acquire, complete, and turn in the Student Driver Form.**

### **CCS Driving Requirements**

- Students must have a valid NC driver's license
- Student drivers may not leave school without permission from parents.
- If a student becomes ill during the day, they may drive home only after checking out at the office and after confirming with the office parent permission to drive home.
- Student drivers may not leave school to pick up food.
- Students may not sit in their car or loiter in the parking lot at any time.
- Students arriving between 0800-0830 must join the car rider line by entering at the 2nd church entrance, use the circle driveway and may pull out of line at the student parking area.
- Students should park in the student parking lot only.
- Students may not provide rides for other students without both parents permission and driving form completed.
- For athletic team members: Students who are required by the school to participate in an extra-curricular event are expected to ride with their team if transportation is provided by the school (either by school bus or approved parent driver).
- CCS reserves the right to search any vehicle parked on school property. The driver of the vehicle will be considered the responsible party if any prohibited item is found.
- Students who are in violation of these guidelines will be disciplined (Category C offense) and may lose their on-campus parking and driving privileges.

### **Cell Phone/Electronic Policy**

A CCS student may possess a cell phone, smartwatch, iPod, or MP3 player in school, on school property, at after school activities and at school-related functions, provided that during school hours the cell phone, smartwatch, iPod, or MP3 player remains off. **If a student needs to contact a parent during the school day, a note from the teacher to use the school phone will be needed. Parents please contact the school and leave a message for your student during school hours.**

Possession of a cell phone, smartwatch, iPod, and MP3 player by a student is a privilege, which may be forfeited by any student who fails to abide by the terms of this policy. Violations of this policy may result in disciplinary action against the student that may include confiscation of the cell phone, smartwatch, iPod, or MP3 player which will be returned at the discretion of an administrator.

A student who possesses a cell phone, smartwatch, iPod, or MP3 player shall assume responsibility for its care. At no time shall Carolina Christian School be responsible for preventing theft, loss or damage to cell phones or any electronic devices brought onto its property. In addition, please make sure the content of



these devices contains no inappropriate material.

### **Student Personal Laptop Policy**

Students at CCS are allowed to use their own personal laptop computers at school for academic purposes. However, their use must be approved by parent agreement and certain guidelines apply.

1. Computer use will be limited to academic settings, times, and purposes.
2. Student computers may not be used to play music, games, DVDs, IM, chat, email, or any other nonacademic function without teacher approval during school hours.
3. Students will not be allowed internet access without teacher supervision and parent approval.
4. CCS is not responsible for any damage or theft that may occur to personal computers. Therefore, it is the student's responsibility to secure and protect their computers and the information or property contained therein.
5. Tampering with another student's computer, stealing information, or illegally sharing information is forbidden.
6. CCS will not provide software for a student's personal computer.
7. Students may not access or transmit material that is profane, abusive, or is otherwise questionable.
8. Students may not download material and incorporate it into their work without properly identifying its source- no plagiarism.
9. Students may not use their computers to violate local, state, or federal laws. This includes transmitting threatening information.
10. Any program or personal software that interferes with the CCS network or that causes undue technical support time must be removed.

### **Social Media and Acceptable Use Policy**

Students are responsible for using common sense, ethical standards, and good manners when online or texting. "Online" includes email, instant messaging, social networks, blogs, personal web pages, and other similar sites accessed through the Internet. Do not assume anything sent through these methods is private communication. Social Networking even marked as private is not always private.

Students who post or send inappropriate material will face disciplinary actions as outlined in the Student Handbook including suspension or expulsion. Unacceptable communication is forbidden at all times and includes:

- Alcohol or drug related pictures and or involvement
- Profane, lewd, obscene, vulgar, rude language
- Cyber bullying
- Sexually provocative pictures
- Threatening images including weapons, physical violence, or the like

Statements to or about another student that may be interpreted as

- Involving the usage of drugs or alcohol
- Harassing (persistently acting in a manner that distresses or annoys another person)
- Sexually provocative
- Threatening or disrespectful
- Knowingly post false or defamatory information about a person or organization

If you are told by another person to stop sending messages, you must stop. Students should report all such

incidents of misconduct to a parent, teacher, or administrator immediately.

### **Purpose for Social Media Guidelines**

Carolina Christian School realizes that part of 21st century learning is adapting to the ever changing methods of communication. The importance of teachers, students and parents engaging, collaborating, learning and sharing in these constantly changing digital environments is a part of 21st century learning. To this aim, CCS has adopted the following guidelines to provide direction for employees, students and the CCS community when participating in certain online social media activities:

1. Whether or not an employee chooses to participate in a blog, wiki, online social network or any other form of online publishing or discussion is his or her own decision. The responsible use of social media by CCS employees can be both a beneficial and effective way to communicate with the CCS community.
2. It is important to create an atmosphere of trust and individual accountability. Information produced and/or posted online by employees, students, and families is a reflection on the entire School and is subject to the School's Acceptable Use Policy and Student Code of Conduct.
  - a. Personal postings, even if marked private, may also be subject to relevant CCS policies and procedures, in addition to relevant local, state and federal laws.
  - b. Accessing, creating or contributing to any online content, such as blogs, wikis, podcasts or other social media that is in violation of policies, or disparages or is disrespectful to CCS employees, students, or parents can result in consequences outlined in the School's Acceptable Use Policy and/or Code(s) of Conduct.

### **Chapel Services**

Chapel services will be held once per week and will be led by selected speakers with some participation of the students and school staff. Chapel dress is expected.

### **Advisory**

In addition to weekly chapel services, the class will begin each morning with prayer and a devotion.

### **Food/Lunch Policy**

#### **Snacks**

Students may pack a small snack to be eaten during the morning break. It is not the responsibility of the staff to provide snacks if a student does not have one. **Water is the only beverage allowed in classrooms** with carpet. (Flavor packets and other beverages not permitted in classrooms)

#### **Snack Cart**

Students may purchase select snacks from the CCS Snack Cart on an available basis. Lower school students may purchase before and after school only. Middle and High School students may purchase before and after school and during lunch. Snack Cart is cash only. No credit or IOU's will be issued.

#### **Lunch**

Students need to pack their lunch daily. Candy, carbonated beverages, energy drinks and flavor packets

for water are not permitted. Middle school and High School students may use microwaves during designated times. Lower school students are not permitted to use the microwaves and teachers are not able to warm food.

Students will not be permitted to order food and have it delivered during school hours. Nor will they be permitted to leave the campus in order to purchase food for lunch (high school drivers).

Special hot meal lunch options will be communicated to parents through CCS Cast emails and available a variety of times throughout the year. Hot meals must be arranged through Renweb / CCS Connect App and paid for one week before the meal is served. No cash or other payment is available the day of the meal.

Contacting parents to bring their student lunch is not the responsibility of the CCS staff. A small selection of non-perishable food items will be on campus in the event a student does not have lunch.

Please communicate any food allergies to the school nurse and / or teacher at the beginning of the school year. Lunch room and classroom accommodations will be made for students with severe allergies that require isolation from certain foods.

### **Assemblies and School Events**

Students are expected to behave courteously at school assemblies and events. Students are to exhibit good sportsmanship and courtesy toward all visitors for all school events. Improper conduct and/or dress may result in a student being asked to leave the event.

### **Parties and Invitations**

Occasionally, teachers will have classroom parties for special events. Teachers will communicate what foods and activities are appropriate and will be served at the discretion of the teacher. Due to food allergies and health needs, only store bought food items will be allowed.

### **Field Trips**

Parents will be notified by the teacher of upcoming field trips. Lead teachers will be responsible for planning field trips.

- Some parents may be asked to chaperone. Parents may ride the bus or buses, as space is available. When space is not available, parents may choose to travel in their own vehicle at their own expense. Any parent accompanying the group may NOT bring younger siblings on the field trip.
- Chaperones must sign a Driver and Chaperone Instruction form. Please take your job as chaperone seriously for the safety of our children. When using a bus for field trips, all students should ride on the bus with their class unless written permission is granted and approved by their teacher.
- At times there will be a cost to the student and the parents for the trips. All fees will be billed through the FACTS system.
- Permission slips will be requested for each trip. If you do not want your child to participate, then the teacher must be notified. Any student on suspension will not be allowed to attend.
- Parents of younger students must provide booster seats as required by law for transportation.
- Students traveling in non-CCS approved transportation will need to have a Transportation Waiver signed.

## **Awards**

CCS recognizes student achievement in academics, character development, and athletics. Parents are notified of when special recognitions are scheduled, so plans can be made to attend. See Appendix D for a list of awards.

## **National Honor Society and National Junior Honor Society**

Induction ceremony is held in the spring of the school year. Students that hold offices in the Honor society are not eligible to serve in the Student Government during the same year.

National Honor society is awarded on the following characteristics:

- **Scholarship:** Overall average of 85 or above for middle school and 90 non-weighted for high school with no grades less than a 74 for middle school or high school. Any classes that appear on the report card are included in the GPA.
- **Personal service:** Documented via recommendations. These recommendations must be from a non family member. These service contributions must be done without any kind of payment and should represent service done for others in a community, service organization or church environment.
- **Letters of recommendation** should include the total number of hours a student spends or has spent completing the service opportunity, and should also include whether the service completed is one time or is ongoing. Service contributions must be from June 2017 to present.
- **Leadership:** Leadership role in chapel small groups, chapel service, classroom assistance, sports teams on and off campus, sports events, announcing, and other groups or clubs not affiliated with CCS. June 2017-present.
- **Character:** No discipline greater than a two hour detention. (No ISS or OSS in the discipline system for the quarters reviewed for induction which include Q2, Q3, and Q4 records of 2017-2018. No discipline prior to Q2 or 2017 will be reviewed.

## **Student Government:**

The role of the Student Government is to fully support the Carolina Christian School Mission and Vision from a student perspective. Student Government activities are to assist the school this Vision:

CCS is intentionally Christian to *foster leadership* to impact the local and global communities for Christ, *encourage spiritual transformation* of students and *provide academic excellence*.

Students who wish to run for office will need to provide their written testimony of faith, and a brief essay stating how they are uniquely gifted to help CCS excel in reaching its Vision.

Student government elections are held yearly for the offices of: President, Vice President, Secretary, and Treasurer as well as high school and middle school class presidents. One overall MS student government representative is chosen from the 8<sup>th</sup> grade class.

Students who hold an office in the Student Government are ineligible to serve as an officer in the Honor Society during the same year.

## **PROTECTION OF STUDENTS IN SCHOOL**

- During the school day, a student will be released only to his/her parent or legal guardian if a written request has been submitted to the school office by the parent or legal guardian.
- All students who leave during school hours must sign out in the office before leaving campus.
- All parents or visitors must enter through the Family Life Building entrance and check with the office before going to their child's classroom during the school day. All visitors must wear a visitor or volunteer name tag when on the school campus and be escorted and supervised at all times.

### **Student Dignity Philosophy**

Carolina Christian School (CCS) seeks to demonstrate dignity, care, honor, and love to all members of our student and parent body. When relational challenges arise, we are committed to working through issues. We will seek to follow God's calling of bringing loving reconciliation to the forefront with the hope that relationships will move towards being Christ-like.

### **Conflict Policy**

Conflict includes disagreements and misunderstandings that take place between students of relatively equal power or social standing. Conflicts include arguments, disagreements, and disputes between individuals. CCS is committed to helping our students heal, strengthen, and transform their relationships affected by conflict toward a peaceful resolution using the principles of Matthew 18, to seek to honor and follow the Lord as we work to resolve the conflict, and be peacemakers. Not all conflicts rise to the level of harassment or bullying, but may lead to the need for resolution and/or discipline under guidelines in the CCS Student Handbook.

### **Harassment Policy**

CCS does not condone or allow harassment of others by students, teachers, administrators, support staff, or other persons at any time. Any person who believes he/she has been subjected to harassment should report it immediately to a teacher or administrator. Each report will be given serious consideration and investigated appropriately. Reports of harassment and subsequent investigations will be handled discreetly to avoid embarrassment of the person making the report or a person who may be unjustly accused.

It is against school policy to discriminate or retaliate against any person who has filed a complaint involving harassment, bullying, or intimidation or who has testified, assisted with or participated in any investigation, formal proceeding or hearing concerning harassment, bullying, or intimidation.

Harassment includes, but is not limited to:

- Threats, slurs, jokes, or any form of ridicule of others based on race, physical characteristics, ability, family background, or similar features. Persons engaging in this misbehavior will be disciplined according to procedures in the CCS Handbook (Class C or D).
- Engaging in improper physical contact.
- Making improper sexual comments or unwelcome sexual advances.
- Writing a note to someone else, either electronically, by hand, through social media, with content that may be construed as sexual or unwholesome as defined in Ephesians 4:29.
- Using words (written or spoken), pictures, objects, gestures, or actions relating to sexual activity to create a sexually intimidating, hostile, or offensive learning or working environment.
- Intimidation/bullying of any kind, including cyberbullying.

Any person who is determined to have violated this policy will be subject to disciplinary action including the possibility of expulsion.

## **Bullying Policy**

Bullying is a form of harassment that is categorized by the presence of three features:

- Unwanted aggressive behavior is intentional and may be physical, verbal, or nonverbal/social;
- An imbalance of power exists in the relationship, such that the person who is targeted has difficulty defending himself or herself; and
- The behavior is repeated or severe, causing distress or disruption in the target's life.

Bullying can take many forms, including making threats, name-calling, embarrassing someone in public, hazing, spreading rumors, physical or verbal attacks, breaking or taking someone's things, excluding others or teasing. Cyberbullying is a specific form of bullying that involves technology (computers, cell phones, other electronic devices and communication tools including social media apps/sites, chat rooms, etc.)

Bullying may involve one-on-one interaction or groups of students targeting another group or a single student. Because an imbalance of power exists in bullying situations, it is not appropriate to assume that customary Matthew 18 conflict resolution steps are appropriate or should be the first step in stopping the bullying.

Students who are bullied or are aware of bullying should notify a teacher or administrator to help resolve the situation. Administrators will follow an appropriate investigation process but cannot do so unless notified of the issue.

CCS will generally follow the disciplinary model set forth in the Student Handbook for most incidences of student misconduct. The school reserves the right, in its sole discretion, to bypass the discipline policies or procedures and proceed with more severe punishment including immediate suspension or expulsion based upon the findings of harassment and bullying investigations.

## **Visitors**

Carolina Christian School is a closed campus to all unapproved visitors. Students attending other schools may not visit the campus during the school day unless they are family members of students, prospective students, or participants in CCS programs. All visitors MUST enter through the Family Life Center, sign-in at the office, and wear name tags.

## **Car Rider Drop off and Pick Up Line**

All students will enter school through the Family Life Center Entrance. Middle and High School students are NOT allowed through other doors. BASC care students may be dropped at 07:15. Drop off line for ALL students will begin at 08:00. Staff will open all vehicle doors and assist students as needed. Parents must pull forward after drop off and may not block the line.

High School Drivers must enter through the second church entrance and join the drop off line. Once at HS parking area, they may pull out of line and park. Students must cross the parking lot at the Family Life Entrance when directed by staff.

If a parent is coming into the school for a meeting or visit, please drop off students in the drop off line, pull forward, park and then enter through the Family Life Entrance and get a visitor tag.

Parents dropping off students in the lower school and in preschool, may **NOT** line up for preschool drop off until 08:45. Parents must pull around the church and wait in the front sanctuary or cemetery parking lots until 08:45 and then use the circle driveway to return to the drop off point.

From 1:00 p.m. until 2:45 p.m. a student safety zone will be created encompassing the area from the school overhang to the Renee Ford side of the playground steps. This area will be designated with cones and will prevent the flow of two-way traffic during this time period. At 2:45 p.m. space will be made for the pick-up line to proceed.

Car Rider Line and student pick up will be available for Preschool at 1:30 at the Family Life Center. Lower School students' line will be at the gym doors by the Family Life Entrance at 2:45 and Middle and High School at the Choir Room doors at 3:00. For families with students in the lower and upper schools, all students will be picked up at the Family Life Entrance at 3:00. **Please do NOT arrive earlier than 15 minutes before the car rider line starts.**

Vehicles must enter through the 2nd church entrance and use the circular drive to line up. There are 2 (two) lines for pick up. Lower school students will use the left lane. Families with multiple grade students will use the right lane. Please leave room for both lanes to fill in as you wait in the circular driveway. If you must arrive earlier than 15 minutes before the line starts, please remain in the parking lot by the church cemetery. **Anytime you are in the circular drive or in front of the school- it is A NO CELL PHONE ZONE for the safety of students and staff.**

Vehicles may not pass the double cones before the gym doors until the pick up process has begun. All car tags must be displayed appropriately on the rearview mirror during pick up. Vehicles without car tags or drivers unfamiliar to staff will be asked for ID.

Staff will open all doors for students. If your student needs assistance with seat belts or seating, you must pull forward and out of the car line. Staff are unable to buckle students into seats. Do not block the flow of traffic.

In addition, for the children's safety we are asking parents to please refrain from congregating under the overhang as well to avoid any distraction that would cause teachers to take their eyes off of the children.

Students needing early dismissal for sports or extracurricular activities will have special car rider lines at designated times by the athletic director. All directions for the car rider line will be communicated out prior to the event.

Students needing to be picked up early from school, must be picked up before 2:30 at the front office.

### **Fire/Tornado/Lock-down Drills**

As required by the North Carolina law, Fire/Tornado/Lock-down drills will be held intermittently during the school year. Teachers and staff will instruct students on the proper way to conduct themselves during these drills.

**Inclement Weather/Emergency Closings**

- Carolina Christian School delayed opening, early dismissals, or school closings due to inclement weather will be sent to your family by Renweb (TEXT and/or email).
- We will also post an announcement on the CCS Website.
- In the event of severe weather, no student will be dismissed during a Tornado warning. Any person on school property should report to the Family Life Entrance and may shelter inside the school building.

**Required Annual AHERA Notification**

The US Environmental Protection Agency's (EPA) Asbestos Hazard Emergency Response Act (AHERA) requires all schools to inspect building materials for the presence of asbestos. AHERA excludes schools from the inspection requirement if the school was constructed after October 12, 1988, and has a signed statement from the architect or project engineer responsible for constructing the school stating that no asbestos-containing building materials were specified for use in the construction of the school. Our school has been provided such a statement, and is, therefore, exempt from the requirement to conduct an asbestos inspection.

The EPA requires us to annually notify you that we are aware of the AHERA regulation, and that we are in compliance. The Management Plan is available for your review at any time during normal school hours (Monday—Friday, 8:30 a.m.—3:00 p.m.). The Asbestos Program Manager, Sean McCarthy, is available to answer any question you may have about asbestos in our buildings (704-430-9957).





# CCS PARENTAL STATEMENT OF AGREEMENT

Student(s) Name and Grade(s) (please print)

---

**After reading through the CCS Parent/Student Handbook 2022-23, please initial each line, print and sign your name, and return this form to the front office on the first day of school.**

\_\_\_\_\_ We/I have read and understand the school’s philosophy of Christian education and the statement of faith. We are in full agreement with the purpose and philosophy of Carolina Christian School.

\_\_\_\_\_ We/I, as parent(s), accept the challenge to “*train up a child in the way he should go*” according to Proverbs 22:6. We/I place our trust in Carolina Christian School to expand that training.

\_\_\_\_\_ We/I uphold and support the school with our prayers and a positive attitude and are committed to sharing any concerns with the appropriate people following the proper channels.

\_\_\_\_\_ We/I understand that the standards for Carolina Christian School students **do not** tolerate profanity, obscenity in word or action, dishonor to the Trinity or the Word of God, disrespect to school personnel and/or disobedience to the policies of the school.

\_\_\_\_\_ We/I believe that discipline is necessary for the benefit of students as well as for the entire school. We/I give permission to the administration and teachers to use school discipline policies in a manner consistent with Christian principles and we/I further agree that we will cooperate and discipline at home as needed.

\_\_\_\_\_ We/I pledge that if, for any reason our child does not respond favorably to the school, we will do everything in our power to make adjustments to help our child. If these adjustments cannot be made, then we will agree to quietly withdraw our child.

\_\_\_\_\_ We/I will support the school by involvement in parent/teacher fellowships, open houses, parent/teacher conferences, workdays, and other school sponsored meetings and activities.

\_\_\_\_\_ We/I give permission for our child to take part in all school activities, including sporting and school trips away from school. We/I also understand that buses/vans may be used and do hereby give permission for our child to accompany the class on these trips.

\_\_\_\_\_ We/I understand and will fulfill our financial commitment to pay for the educational services the school is providing for our child as outlined in the CCS Parent-Student Handbook 2020-21 and if needed pay for damage done to school property by our child.

\_\_\_\_\_ We/I understand that Carolina Christian School has put preventative measures in place to curtail the spread of COVID-19. However, Carolina Christian School administration, board, and staff cannot guarantee that you or your child(ren) will not become infected. Further, attending school could increase your risk and your child(ren)’s risk of contracting COVID-19. By signing this agreement, we/I acknowledge the contagious nature of COVID-19 and voluntarily assume the risk that my child(ren) and/or I may be exposed to or infected by COVID-19 by attending Carolina Christian School Inc., Locust, NC

\_\_\_\_\_ We/I as parents of the student do sincerely give our pledge to the above items.

PARENT NAME \_\_\_\_\_ SIGNATURE \_\_\_\_\_  
DATE \_\_\_\_\_



## CCS Pre-Planned Family Absence Form

Today's Date: \_\_\_\_\_ Request should be initiated one week prior to anticipated absence.

Student Name (please print)

Student Grade

NOTE: Students may have up to TWO excused absences per school year that are pre-planned family absences.

The procedure for the "Pre-Planned Family Absence Approval Form" is as follows: 1) The student should obtain a "Pre-Planned Family Absence Approval Form" from the CCS Handbook located on the website.

- 2) The student brings the "Pre-Planned Family Absence Approval Form" to each teacher for his/her comments and signatures.
- 3) The student brings the "Pre-Planned Family Absence Approval Form" to the parents for signature acknowledging the information and suggestions shared by the teachers.
- 4) The student returns the completed "Pre-Planned Family Absence Approval Form" to the office.
- 5) If necessary, a call home may be made by the administration.

### Information on Requested Absence(s)

Reason for Absence	Day Date

As a parent of the student named above, I am aware of the school policies with regards to college visits (see Handbook) and have read the "Recommendation / Make-Up Plan" on the back of this page and accept responsibility for the absence and the make-up work associated with it.

\_\_\_\_\_  
Parent Signature Date

This pre-approval process serves two essential purposes:

- a) Advance notice for the school regarding the absence.
- b) Advance notice for the student regarding the instructional material that will be missed and any assignments that should be completed.

Students who have low achievement, assignments missing, or excessive absences may have their request to excuse the absence refused. The absence taken without approval will be considered unexcused and make-up work will not be allowed.

If these procedures are followed, then the requested "pre-planned family absence days" will be counted as "excused" and all work may be made up according to the policies regarding excused absences. The administration reserves the right to excuse additional pre-planned family absence days beyond the first two.



## Student Driver Form

Name: \_\_\_\_\_ Date: \_\_\_\_\_

License plate number: \_\_\_\_\_ Vehicle color: \_\_\_\_\_

Vehicle make, model, and year: \_\_\_\_\_

Do you plan to drive to school every day? \_\_\_ Yes \_\_\_ No

If no, please check which days you will normally be driving:

\_\_\_ Monday \_\_\_ Tuesday \_\_\_ Wednesday \_\_\_ Thursday \_\_\_ Friday

Should we have inclement weather (snow, etc.) do you wish for your child to drive home if they are given permission to leave early? \_\_\_ Yes \_\_\_ No

If you will have students riding with you to and/or from school, please list their first and last names (their families will need to give us permission):

To School: From School:

1. \_\_\_\_\_ 1. \_\_\_\_\_

2. \_\_\_\_\_ 2. \_\_\_\_\_

3. \_\_\_\_\_ 3. \_\_\_\_\_

4. \_\_\_\_\_ 4. \_\_\_\_\_

5. \_\_\_\_\_ 5. \_\_\_\_\_

I understand and agree to the rules and policies regarding student drivers and also understand that the student's car may be searched while on campus.

\_\_\_\_\_  
Signature Parent Signature \_\_\_\_\_ Student

\_\_\_\_\_  
Head of School Signature Date

## CCS Awards

### **Elementary Awards**

#### PreK-2nd Grade

End of Year: Fruit of the Spirit

Subject Highest Average

Most Improved in Subject Area

#### 3rd-5th Grade

Quarterly: Headmaster's List

A/B Honor Roll

End of Year: Headmaster's List (All A's all 4 Quarters)

A/B Honor Roll (All A's and B's all 4 Quarters)

Subject Highest Average

Fruit of the Spirit

### **Middle School Awards**

Quarterly: Headmaster's List

A/B Honor Roll

End of Year: Headmaster's List (All A's all 4 Quarters)

A/B Honor Roll (All A's and B's all 4 Quarters)

### **High School Awards**

Quarterly: Headmaster's List

A/B Honor Roll

### **End of Year:**

#### **Academic Awards**

(Recognized at the Academic Awards Ceremony)

Headmaster's List (All A's all 4 Quarters)

A/B Honor Roll (All A's and B's all 4 Quarters)

Class Awards (Highest average in each class)

Department Award (Student who excels, participates, and shows determination in each department)

Carolina Scholar Award: Awarded to students that have:

- scored in the 90th percentile or higher in an area on a nationally recognized test
- Yearlong A in all classes
- Demonstrate academic integrity in the classroom

**2 Peter Award (2 Peter 3:18)**- Senior for exceptional growth (1 Recipient)

**Academic Growth** (Proverbs 1:5) "Let the wise hear and increase in learning, and the one who understands obtain guidance." Qualifications: For students that demonstrate growth in grace and knowledge: academic performance,

attitude, work ethic. (max 5 recipients)

### **Character Awards** (Recognized at last chapel service for the year)

**Distinguished Service** Acts 9:36- “Now there was in Joppa a disciple named Tabitha, which, translated, means Dorcas. She was full of good works and acts of charity.”

Qualifications: This award is given to the student that is distinguished among peers in regard to service. It can go to any grade in high school. (1 recipient)

**Attitude of Christ** Phil. 2:5- “Your attitude should be the same as that of Christ Jesus.” Qualifications :For students that demonstrate the attitude of Christ through humility and obedience. (max 5)

**Distinguished Encourager** 1 Thess. 5:11- Distinguished Encourager “Therefore encourage one another and build each other up, just as in fact you are doing.”

Qualifications: For students that demonstrate devotion and excellence to building up their peers. (max 5)

**Distinguished Leadership** 1 Pet 2:21 Christ suffered for you, leaving you an example, that you should follow in his steps.

Qualifications: (1 recipient)

- understands his/her responsibility to lead a life that reflects Biblical values and principles.
- is equipped to deal with real-life situations as a person of faith, character and integrity by demonstrating Christ-like love for everyone and is able to define, enhance and articulate his or her faith.
- has identified and developed his or her intellectual, artistic, athletic gifts from God and is prepared to use them to His glory.

### **Athletic Awards** (Recognized at End of Year Sports Banquet)

Each CCS Sport has the following award for Middle School, Varsity, Men’s and Women’s:

Participation

MVP

Coaches Awards

Male and Female 1 Timothy 4:12 Award