

# Carolina Christian School

## General Information Handbook 2024-2025



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

# **Carolina Christian School**

**A Founded Ministry of 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 and 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 12<sup>th</sup> grade. CCS was founded as a ministry of Carolina Presbyterian Church, PCA.

- It exists to reach children and youth for Christ and then to 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.

## **GENERAL INFORMATION**

### **School Hours:**

Carolina Christian School Office hours are from **8:00 am – 3:30 pm** Monday through Friday and for scheduled extracurricular activities. Students will not be permitted in the building before **7:45 am** unless they are participating in the Before School Care Program or have pre-arranged meetings with teachers

Instructional hours are from **8:15 am – 3:00 pm** for Lower School and **8:15 am – 3:15 pm** for Middle and High schools. Students must be picked up by **3:30 pm**. Any student left after the established time will be placed in after-school care at the parents cost. Teacher hours are from 7:30 am – 3:30 pm daily.

It is the responsibility of the parent to see that the student arrives 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 there is a transportation change from what is on file in the office, a parental call or written notice must be sent in at the beginning of the school day.

## **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 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 by the CCS Administration or teachers through the weekly newsletters or special emails.

## **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 your primary care doctor's office and forwarded to the school nurse at any time. Any student/family that has opted out of state required vaccinations for religious or medical reasons must complete a Religious Exemption form or a Medical Exemption Form 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, medicine 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 over-the-counter medications during school hours. New authorization forms are required at the beginning of each year. The Medical Authorization Form must be completed, signed by a healthcare provider, and on file in the nurse's office before any medication can be administered. 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.

Students are not permitted to self-medicate at school with the exception of emergency items and students at risk for a medical emergency that require the use of insulin pumps, asthma inhalers, and/or 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.

All medication at school must be administered to a student by the school nurse. 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 classroom for individual students with the exception of the Epi-pen and Inhalers, as directed by the school nurse. 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. Per North Carolina law, students requiring Over-the-Counter medications still require a Medication Authorization Form signed by a Healthcare Provider.

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, has been diagnosed or are having symptoms of a concussion must 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 all head injuries to administration. Parents will be notified of any head injuries that occurred at school. Any student with a diagnosed concussion will not be allowed to play sports or participate in physical education or recess until cleared by medical physician.

### **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 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. The BASC Program includes recreation time, opportunities for homework, study time, and daily snack. We ask that any student who will regularly participate in the program notify the office at the beginning of the school year.

### **BASC Operational Hours**

- Before School Care: 7:15 am – 7:45 am
- Pre-K Bridge (Pre-K class only, this is not available for Preschool students): 1:30 pm – 3:00 pm
- After School Care: 3:00 pm – 6:00 pm

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

*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, along with these additional rules, during care in the BASC program.

- No electronic devices are allowed (before and after school). High School and Middle School students may use their laptops or Chromebook 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 backpack 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 not 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 on the BASC cell phone (704-641-5086). A late fee of \$25.00 will be charged for every 15 minutes past 6:00 pm.
- Please park in the parking lot and enter through the main school doors to pick up.
- Only those that have been authorized by parents as indicated on the enrollment form will be allowed to pick-up students. All parents must sign out their student(s) when picking up. Please be patient if you are asked to show your ID at pickup.

### **BASC Financial Information**

All BASC fees will be posted in your FACTS account 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 a past due balance, 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 direction contradiction to the CCS statement of faith, policies and procedures.
- School records for students transferring to Carolina Christian School 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: 4<sup>th</sup> 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-admission assessment. New student applicants in Grade 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-admission assessment.
- Once available class seats have been filled, students will be placed on a wait-list. Placement on a grade level wait-list does not constitute acceptance, and the order of selection from a wait-list is at the sole discretion of the administration.

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

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 a church in good standing are eligible to apply.

## **PARENTAL REQUIREMENTS**

Parents will be required to:

- sign the Statement of Agreement stating that they agree 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. Teachers will communicate opportunities for parental participation and needs. Drop-in visits to classrooms are not allowed due to classroom disruption. Unplanned visits must be coordinated with school administration. The classroom teacher will always be in charge and classroom management is at their discretion. Parents must sign in at the Front Office and receive a visitor pass. They must follow all visitor rules and make sure to sign out at the Front Office when leaving campus.

Parents should not call teachers on their home or cell phone after school hours and should be respectful of their work-life balance. Messages will be returned within 24-hours.

## **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 as 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 except 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 request information from or ask to meet with the 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 teacher by promoting volunteer support and assist 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. All CCS families are members of the PTF and will be charged a \$20 PTF fee to go towards school functions at the beginning of the school year.

## **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. Please follow the Matthew 18:15 principle at all times. This



usually means speaking to the teacher or school staff member first 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**

- Enrollment fees are non-refundable for any reason 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.
- 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.
- When a grant or scholarship, such as the NC Opportunity Scholarship, is applied to your account and not received in full by the school prior to 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.
- 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 for Preschool through the 12<sup>th</sup> grade.
- Any account set up for draft payments for tuition, fees or incidental charges can not be stopped without a 72-hour notice made within school office hours and by written request to the Finance Office.
- 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.
- 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 NDS debit/credit charge to FACTS or CCS.
- If the payment is as over 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 Finance Director and the Head of School to discuss arrangements for a payment plan.
- 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.

- 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.
- 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.
- All enrollment fees, tuition, and incidentals are non-refundable once incurred. Any class activity 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**

- Families seeking financial aid must reapply each school year.
- Families may be eligible to receive up to \$1,500 in financial aid based on the results of their financial aid report.
- 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.
- Financial aid applications will be accepted with the start of enrollment through date to be determined. No applications will be accepted after this time.
- All financial obligations such as tuition and incidentals must remain current. Failure to do so will result in loss of financial aid.
- 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 Front Office must be notified about any changes in the family's address or telephone number(s), as well as the parent's place of employment and phone numbers. The Front 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 pertinent information that the school needs to know about the student's well-being. Additionally, parents should review the Family Portal to ensure information is correct. Most communication will be done through e-mail, so it is important that this family 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 Front Office for other arrangements. Emails should be responded to within a 24-hour period.

## **CCS Web Page**

Please visit the CCS web page ([www.carolinachristianschool.com](http://www.carolinachristianschool.com)) frequently to locate information such as forms, absentee forms, late arrival/early dismissal forms, calendar of events, lists, and general information. It is updated on a regular basis and contains pertinent information for you.

## **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 CCS families, but does require a FACTS login.

## **Lions' Roar**

This is our weekly all school e-news communication that is sent out on Sundays. The Lions' Roar will provide information from the Head of School, all school communication, calendar of events, and miscellaneous events that are happening throughout the week. Please make sure that you are receiving this important communication, if not please contact the Front Office.

## **PROTECTION OF STUDENTS IN SCHOOL**

- During the school day, a student will be released only to his/her parent or legal guardian unless a written request has been submitted to the Front Office by the parent or legal guardian.
- All students who leave during school hours must sign out at the Front Office before leaving campus.
- All parents or visitors must enter through the Front Office entrance. All parents or visitors must sign in at the Front Office and get a visitor pass. All visitors must wear a visitor pass when on the school campus and be supervised at all times.

## **STUDENT DIGNITY PHILOSOPHY**

Carolina Christian School 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 misunderstanding 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 the CCS guidelines.

## **HARASSMENT POLICY**

CCS defines harassment as any aggressive pressure or intimidation. 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 Administrative staff member.

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.
- Engaging in improper physical contact.
- Making improper sexual comments or unwelcomed 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 behaviors that 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.

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.

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. Graduates may visit only

during lunch hours in the cafeteria and may not attend classes or disrupt class. All visitors **MUST** enter through the Family Life Center, sign-in at the Front Office, and wear a visitor pass.

All church visitors must be met by a church administration member at the church door or enter through the school door at the Family Life Center for safety purposes. School employees will not open the church door or allow church visitors into school areas.

## **NO MEDIA CONSENT**

Carolina Christian School respects requests to not use images of students, staff and families in specific CCS marketing and other material published in brochures, handouts, and online media. Parents or Guardians must communicate specific requests during the annual admissions process, to teachers or administrators as need arise. CCS will either not post images or will black-out the faces of students on the No Media Consent list. CCS cannot control what is published in public or non-CCS materials.

## **SOCIAL MEDIA GUIDELINES**

Carolina Christian School realizes that part of 21<sup>st</sup> 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 21<sup>st</sup> 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:

- Whether or not an employee chooses to participate in a blog, online social network or any other form of online publishing or discussion is his or her own decision. CCS Faculty and Staff may not be directly connected to any current CCS student.
- 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.
  - 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.
  - Accessing, creating or contributing to any online content, such as blogs, 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.

## **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 students may be dropped off at 7:15 am. General Car rider drop-off line for ALL students will begin at **7:45 am** and will run through **8:10 am**. This will ensure all students are in their classrooms and ready for instruction at **8:15 am**. Staff will open all vehicle doors and assist students as needed. Parents must pull forward after drop-off and may not block the line.

If a parent is coming into the school for a meeting or visit, please drop off your student in the drop-off line, pull forward, park and then enter through the Family Life Center and obtain a visitor pass.

Parents dropping off students in the Lower School and in Preschool, may **NOT** line up for Preschool drop-off until 8:45 am, Parents must pull around the Church and **MUST** wait in the front Sanctuary parking lot until 8:45 am and then use the gravel driveway to return to the drop-off point.

Car Rider Line and Student Pick-Up will be available for Pre-K at 1:30 pm at the Family Life Center doors. The Lower School student line will begin at the Family Life Center doors at 2:55 pm and Middle and High School at the Choir Room doors at 3:15 pm. For families with students in both the Lower and Upper Schools, all students will be picked up at the Family Life Center at 3:15 pm. Please do not arrive earlier than 15 minutes before the Car Rider line starts.

Vehicles must enter through the 2<sup>nd</sup> 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 in the rear to park by the gym. 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 gravel drive or in the 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 Family Life Center 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 their ID.

Staff will open all doors for students. If your student needs assistance with seat belts, 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.

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 Athletic 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 pm at the Front Office, so as not to interfere with the Car Rider line.

At dismissal, students are to go directly to their designated pick up areas. Students are not allowed to remain in the building, except for the following:

- Middle School games/meets beginning immediately after school.
- For team practices/games/rehearsals all students must report immediately after school to their assigned coaches or teachers.

- 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.

This policy is designed for your child's protection and well-being, as well as for the school's security. Students that are not picked up by 3:15 pm in Lower School and 3:30 in Upper School in the school pick up line will be placed in the BASC program and parents will be billed in FACTS. Multiple late pick-ups will require a parent meeting with the Head of School.

## **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 openings, early dismissals, or school closings due to inclement weather will be sent to your Family Portal (Text and/or email).
- We will also post an announcement on the CCS Website and social media sites.
- 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 Center 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 assigned statement from the architect or project engineer responsible for construction 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 am – 3:00 pm). You may reach the Asbestos Program Manager through the Deacons at Carolina Presbyterian Church, who will be available to answer any questions you may have about asbestos in our buildings (704- 888-4435).