

# Carolina Christian School Parent/Student Handbook High School 2023-2024



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

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## HIGH SCHOOL SPECIFIC INFORMATION

### Attendance Expectations

- All students will enter through the Family Life Center doors.
- School instruction begins at 8:30 AM and a ***student will be considered tardy if they are not in their classroom and ready for instruction at the start time of the block schedule.***
- A tardy slip will have to be completed in the front office for anyone arriving after the start of class for any reason.
- **Five (5)** unexcused tardies will equal one absence on the student's record.
- Any student leaving early must be signed out by a guardian or have a student Dismissal Form on file in the office. Each student must use the check in and out system to sign in and out. Students must provide a written excuse from a parent or medical provider to have absence from class excused.
- For extracurricular activities, students must be at school for ½ of the day to participate. For determining half day attendance and athletic eligibility: High school equals 2 of 4 classes.
- **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.

### CAR RIDER LINE / Departing School

- School ends at 3:00 PM. All High School drivers will exit through the Family Life Center Doors at 3:00. Students must follow the flow of traffic out of the parking lot. Students must have driver form on file in order to drive and can not give another student a ride unless parents permission and form are provided.
- Students that do not drive or ride with another student will exit through the E wing at the choir room doors.
- Students with younger siblings in lower school will report to the gym for the multi student care rider line.
- All students should be out of the building by 3:15 PM or reported to the BASC program or to extra curricular activity.

## 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 student’s performance in relation to grade level course standards. When expectations have been modified for a student, the evaluation will indicate.
- Grades are regularly entered and constantly available to parents throughout the grading periods on RenWeb and CCS App. Parents are encouraged to actively monitor their child’s progress.

**Make-Up Work**

If a student 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**

**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

## **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.

## **Unexcused Absences Homework/Quiz/Test Policy**

- 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. Any student missing a test or quiz for an unexcused absence will **not** be given the opportunity to make up the work upon return. Students with an excused absence that miss a quiz or test will have three days to make up a test or a quiz or make additional arrangements before it will be entered as a zero.

### **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
- 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.

### **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 Transcript Requests**

Parents (and students over 18 years of age) may request HS transcripts and have official sealed transcripts sent to specific agencies. HS Transcript Request Form must be fully completed at least 2 (two) weeks prior to deadlines. Form is located on the CCS website under the parent resource tab and in the CCS front office. Transcripts are not considered official if they are not in sealed envelopes.

## **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. 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 completed 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.

### **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**

- One demerit with parent email notification.
- After 4 demerits, a two-hour detention must be served. In addition, the administration will counsel the student to look at ways of avoiding more demerits. Email notification of a meeting will be sent to parents.
- 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.
- After two 2-hour detentions the student will only be allowed to receive 2 demerits before serving his/her third 2-hour detention.
- 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**

- 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.
- 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.
- After the second detention for a category C offense, out-of-school suspension will be utilized rather than detention.
- 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 he/she 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.

**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.

**Drug, Alcohol and Tobacco/Vaping 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 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 is not tolerated. 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.

**Lockers**

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.

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. Students will only be allowed to place lock on locker after combination has been given to homeroom teacher or front office

<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 from 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.

## 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.

- 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.

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. This is in place to prepare our students for their future when they may have various appearance codes at their places of employment or other venues.

- 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.*
- 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 or pulled up at all times, 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 or to school functions and piercings other than earrings or nose studs 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. Visible tattoos must be covered while on campus.

#### *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.

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, the student must wait in the front school lobby until alternative clothing is brought to them at school. Students may not leave campus to get other clothes and must have a parent or other adult bring them to them at school. 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 stronger 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 nurse’s 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 may 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). Students may not drive

to away events.

- 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 High School student may possess a cell phone, smartwatch, or other electronic devices in school, on school property, at after school activities and at school-related functions. ***However, during educational hours (8:30-3) devices must be off and turned into electronic cubbies at the front office.*** High school students will be allowed to access their phones during lunch.

**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, or other electronic device by a student on the campus of CCS 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, or electronic device which will be returned at the discretion of an administrator.

A student who possesses a cell phone, smartwatch, or electronic device at extracurricular activities 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**

High School 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.** (Flavor packets, coffee and other beverages not permitted in classrooms)

#### **Energy Drinks and other stimulants**

At no time will Energy Drinks or other stimulants be permitted in schools.

#### **Snack Cart**

Students may purchase select snacks from the CCS Snack Cart on an available basis. 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 will need to pack their lunch daily. Candy, carbonated beverages, energy drinks and flavor packets for water are not permitted. High School students may use microwaves during lunch only.

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 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. Order meals

not completed and paid for in the RenWeb system will not be placed with the vendor and will not be available.

Contacting parents to bring their student lunch is not the responsibility of the CCS staff.

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. This includes athletic competitions and all CCS sponsored events.

### **Parties, Fall Events and Prom activities**

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.

Fall Dance and Prom are off site activities that are voluntary and open to all HS students (and guests) in good standing at school. Costs associated with dance will be billed through the FACTS system. Students are expected to adhere to all CCS behavioral standards and specific rules associated with the event or venue. Chaperones will be on site at all events. Students are to leave events at the conclusion of activity.

### **Field Trips / Mission Trips / Off-site Community Service Activities**

Time away from school is important to provide additional educational activities and resources, outside perspectives and opportunities to teach about Christ and CCS Christian perspective. All activities will be communicated to parents and students when they are approved.

- 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 student to participate, then the teacher must be notified. Any student on suspension will not be allowed to attend.
- Students traveling in non-CCS approved transportation will need to have a Transportation Waiver signed.
- Overnight events will have all accommodations and meals arranged and included in

costs of events. Chaperones will be provided supervision at all times. Male and female students will be housed separately.

## **National Honor Society**

Induction ceremony is held in the spring of the school year.

National Honor society is awarded on the following characteristics:

- **Scholarship:** Overall average of 90 non-weighted for high school with no grades less than a 74. 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 the summer of students' ninth grade year 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.
- **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 the student's eighth grade year. No discipline prior to Q2 or summer of the student's ninth grade year will be reviewed.

## **Student Government:**

The role of the Student Government is to fully support the entirety of Carolina Christian School and its 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.

Students who hold an office in the Student Government are not eligible to serve as an officer in the Honor Society during the same year.

## **High School 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.

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