

Carolina Christian School

Lower School Handbook 2024-2025



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

Lower School Parent Handbook

SCHOOL TIMES AND ATTENDANCE REQUIREMENTS

- School hours are from 8:15 am to 3:00 pm Monday through Friday.
- School instruction begins at 8:15 am and a student will be considered tardy if they are not in their classroom and ready for instruction at 8:15 am.
- A tardy slip will have to be completed in the Front Office for anyone arriving after 8:15 am to school for any reason.
- Five (5) school day tardies will equal one daily absence on the student's record.
- Any student leaving early or arriving last must be signed in or out by a parent or legal guardian and have a Student Dismissal Form on file in the Front Office. Students must present a written excuse note from a parent or medical provider to the Front Office upon return to school to be marked excused.
- Whenever a student leaves school early, a guardian 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 by the parent or guardian. Any early dismissal from school will be considered unexcused without proper reason and a note from parent. Leaving school for haircuts, shopping trips, etc. will not be excused. Five (5) unexcused early dismissals will result in one full absence on the students record.
- A Lower School student must be in school a minimum of 3 ½ hours of the 6 ¾ hours to be considered present for the whole day. Half day of school will equal 3 ½ hours. Generally, 8:15-11:45 am or 11:30 – 3:00 pm is considered a half-day for determining attendance and athletic eligibility.

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 "F" in graded letter classes 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 or struggles in the classroom.

Report Cards

- For all students, progress reports and/or report cards are issued four times a year. The evaluation reflects the child's performance in relation to grade level course standards. When expectations have been modified for a child, it will be indicated in the evaluation. Parent Conferences are mandatory for all students after the first grading period.
- 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 for involuntarily (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-5th Grade):

PK - 2	Grades 3 -5
E (Excellent)	A (90-100)
S (Satisfactory)	B (80-89)
N (Needs Improvement)	C (70-79)
U (Unsatisfactory)	D (60-69)
	F (59 and below)

Conduct/Work Scale
E (Excellent)
S (Satisfactory)
N (Needs Improvement)
U (Unsatisfactory)

Conduct areas evaluated:

- Compliance with policies
- General Behavior
- Cooperation
- Responsibility
- Respect for Authority
- Attitude
- Self-Control
- Courtesy

Work habits evaluated:

- Effort
- Initiative

- Study Skills
- Organization
- Self-motivation

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.

Homework Assignments include:

- Practice exercises to follow classroom instruction
- Review Assignments to prepare for assessments
- Extension assignments 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. The average student should complete homework within 20-45 minutes.

Late Work Policy for Grades 3-5

Students are expected to turn in homework on time. Students who turn in late assignments will accrue **-10** points each day the assignment is late. Repetitive late assignments may require the student to attend afterschool detention with their teacher.

Teachers will insert "M" for "Missing" into the grade on RenWeb until the assignment is completed and submitted. Once the teacher enters "M", RenWeb should automatically notify the parent that the work is missing.

LOWER SCHOOL 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 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

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 a 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

Lower School Discipline Policies

Our primary goal at CCS is to lovingly lead and equip our students to use their social/emotional cues correctly. We understand that students deserve grace just like Christ showed us grace and that they are learning to use these skills accordingly. Please understand that after grace has been shown, we will use the disciplinary plan as needed.

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.

The Lower Elementary Discipline Policy Grades PK-2nd

Issues dealing with student responsibility and minor behavior problems will be dealt with by the

classroom teacher on a day-to-day basis using a **clip chart**, according to the classroom rules and procedures. If a student shows repetitive misbehavior or if he/she is involved in behavior that is more serious (cheating, vandalism, disobedience, fighting, inappropriate speech, classroom disturbance, etc.), he/she 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

The Upper Elementary Discipline Policy Grades 3rd-5th

Category A-Academic Integrity

Academic integrity is essential to the success of every educational institution. Violations are a serious matter and will be treated as such.

Guide to Academic Violations

- 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.
- Giving false or misleading information regarding an academic matter.
- Copying information from another student during an examination.
- 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.
- Discussing any examination with another student before all students have completed the examination.
- Obtaining prior knowledge of examination materials (including using copies of previously given examinations).
- Selling or giving to another student unauthorized copies of any portion of an examination.
- Using a commercially prepared paper or research project or submitting for academic credit any work completed by someone else.
- Falsifying reasons why a student did not attend a required class or take a scheduled examination.
- Making unauthorized changes in any reported grade or on an official academic report form, such as in-class grading.
- Collaborating in an unauthorized manner with one or more students on an examination or any work submitted for academic credit.

- Using computing facilities or library resources in an academically dishonest manner or a manner that betrays the value of Carolina Christian School.

* Examination – refers to any exam, text, quiz, pop-quiz, homework, etc. for which academic credit is received.

Consequences for Category A Infractions

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, depending on severity and intent.

Category B – Student Responsibility

Class Disruption Consequence: No recess/walking laps to relieve oneself of disruptive behavior

Excessive Talking or Talking Without Permission Consequence: Silent Lunch

Not Following Directions Consequence: Silent Lunch

Not Prepared for Class Consequence: No recess/work is completed during recess and may return to activities once work is completed.

Dress Code Violation Consequence: Phone parent or note sent home

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 Infractions

Fighting**

Vandalism of church or school property or graffiti**

Stealing**

Biting*

Spitting on another student*

Hitting another student*

Category D – Consequences

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

**Suspension (parent pays for the repairs)

Horseplay

Horseplay is not tolerated. This includes but is not limited to slapping, twisting, touching or

other types of engagement with other students that are inappropriate for a school setting. Any student who participates in horseplay will be sent to an Administrator.

SPECIFIC STANDARDS FOR LOWER SCHOOL UNIFORM CODE

Uniform/Dress Code Information

CCS Lower School will wear formal uniforms on Monday, Tuesday and Wednesday. Spirit Wear may be worn on Thursday and Friday. Spirit wear is apparel that is purchased through Lands' End, generic brands from Walmart, Target, etc., or special CCS events (i.e. Running Club, Field Day and athletic events).

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.

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

Specific Standards

Shirts

- Collared shirts must be of the approved uniform colors of white, navy, light blue or burgundy.
- Turtlenecks must be white or navy
- Long and short sleeved Peter Pan blouses.
- The school crest is optional and can be done through Lands' End or Signature Embroidery at 304 N. Main Street, Oakboro, NC or by phone 704-485-6200 .
- Approved spirit wear t-shirts may be worn on Thursday and Friday. CCS spirit wear is only available for purchase through Lands' End, Walmart, Target, etc., or from a specific CCS fundraiser or special event.
- Lands' End School Code: 900171364.

Pants/Capris/Shorts/Skorts

- Navy and Khaki colors only; jeans may only 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 may be navy, light blue and burgundy and school crest is not required. Jumpers are to be worn with collared shirts and school crest is not required. Colors may be burgundy, khaki, or navy.

Belts

They are **not** required but if worn, must be black, brown, navy, or khaki.

Socks/Shoes

- Sandals and Crocs are allowed but **MUST** have a back; no slides or flip flops.
- Please have your student wear tennis shoes on PE days, see classroom schedule for days your child attends. No hard-sole shoes, boots, crocs or sandals are allowed on PE days.

Spirit Wear – Thursdays and Fridays

These items must be purchased through Lands' End, Walmart, Target, etc., or from CCS sponsored events, i.e. Running Club, 5k, athletics, etc.

- Long sleeve/short sleeve essential 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
- Crewneck t-shirts with the crest

Outerwear purchases through Lands' End are school approved to be worn during class:

- Fleece Vest
- Fleece Half Zip Jacket
- Down Vest
- Piped Athletic Jacket
- Fleece 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. Boys hair is to be trimmed and pulled up as not to touch the shoulders. Hair must be kept out of the eyes and above the shoulders.

Hats are not permitted in the building during school hours, except on dress down days.

Specific Standards on Chapel Days

School approved collared shirts are required on Chapel days. Students may wear solid color (white, blue, black or burgundy) 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. While

uniforms are not required, school spirit wear preferred. We expect the students to follow the policy guidelines for length of shorts, skirts, dresses, and skorts. Outlines of undergarments should not be visible.

LOWER SCHOOL DAILY ACTIVITIES

Lower School will have designated extracurricular activities daily in addition to their regular classroom schedule. This is not a graded activity with assignments. It is a participatory grade to enhance our student skills and to give them a love for the Arts. All enrichment activities have been extended to 40 minutes to allow a deeper understanding of the content taught. Each student is expected to be prepared for and participate in each activity.

- Monday:** Chapel
Library for PreK – 2nd Grade
Library & Technology for 3rd – 5th Grade
- Tuesday:** Art Classes
PE for PreK – 1st grade
- Wednesday:** STEAM for PreK – 3rd Grade
STEAM for 4th – 5th Grade
PE for 2nd – 5th Grade
- Thursday:** Music Classes
PE for PreK – 1st grade
- Friday:** Communication
PE for 2nd – 5th Grade

CHAPEL SERVICES

Chapel services will be held on Mondays from 8:20 am – 9:00 am. Chapel will be led by selected speakers with some participation of the students and school staff. Chapel dress is expected to include collared shirts and uniform pants, dresses or skirts.

MORNING PRAYER AND PLEDGES

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

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.** Parents, please do not provide any other beverage for snack time or in the classroom.

Snack Cart

Students may purchase select snacks from the CCS Snack Cart on an available basis. Snack Cart does take cash and parents can also be billed on RenWeb for needed lunch or snack purchases.

Lunch

Students need to pack their lunch daily, unless they purchase a hot lunch meal on selected days. Candy, carbonated beverages, and energy drinks are not permitted. Lower School students are not permitted to use the microwaves and teachers are not able to warm food for them. For **lunch only**, students may bring milk, juice boxes and water. Students and parents will not be permitted to order food and have it delivered during school hours.

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 before the meal is served. Lunch orders not completed and paid for will not be placed with the vendor and will not be available. No cash or other payment is available the day of the meal. Please order via computer to ensure your order goes through.

We will also be offering ice cream on Fridays at lunch time. Students may purchase with cash.

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.

Parents and/or grandparents may eat lunch with their students if it is pre-arranged with the Front Office and/or teacher. They must sign in at the Front Office and get Visitor's pass.

ASSEMBLIES AND SCHOOL 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.

Field Trips

Parents will be notified by the teacher of upcoming field trips. Classroom Teachers will be responsible for planning their classroom's field trip. Permission slips will be required for each trip. If you do not want your child to participate, then the teacher must be notified before the Field Trip. At times, there will be a cost to the student (and parent, if attending) for the field trip. All fees will be billed through FACTS in advance of the trip, unless prior arrangements are made with the institution you are visiting.

All parents will need to drive their child to and from the field trip. Please arrive on time so that the group can enter and participate on time; otherwise you may be left behind. Younger siblings may not attend unless administration has given prior permission based on a circumstantial event.

CELLPHONE/ELECTRONIC POLICY

A CCS Lower School student may NOT possess a cell phone, **Smartwatch**, iPod, or MP3 player in school or during BASC programs, unless specified by CCS Administration. 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.

CCS AWARDS

Elementary Awards

CCS recognizes student achievement in academics and character development. Parents will be notified of when special recognitions are scheduled, so plans can be made to attend. All students will receive a character award but may not receive an academic award based on their merits in class.

Pre-K

- Character Awards

Kindergarten – 2nd Grade

- Character Awards
- Citizenship- one boy/girl

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

KINDERGARTEN GRADUATION

Each year we will recognize and celebrate our Kindergarten students and their achievements made during the year. Parents and family are welcome to attend this special evening as we celebrate them. Students will be charged a Graduation fee of \$30 to their FACTS account prior to the event.