

Carolina Christian School Parent/Student Handbook Middle 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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MIDDLE SCHOOL SPECIFIC INFORMATION

Attendance Expectations

- All students will enter through the Family Life Center doors.
- School instruction begins at 8:30 a.m. and a *student will be considered tardy if they are not in their classroom and ready for instruction at the start time of class.*
- 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: Middle School attendance equals 3 of 6 classes.
- *SPECIAL NOTE* - In addition to the general guidelines for all CCS students, Middle 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. 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. Students that ride with older students who drive, will report to the Family Life Center Doors. Students must be on Student Driver Release form in order to ride with them.
- 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

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

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

- A. One demerit with parent email notification.
- B. 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.
- C. 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.
- D. After two 2-hour detentions the student will only be allowed to receive 2 demerits before serving his/her third 2-hour detention.
- E. 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.)
- Outright Disobedience

Consequences for Category C offenses

- A. An automatic 2-hour detention with a detention notice signed by a parent and teacher. Parents may be required to accompany the student to serve Category C detentions.
- B. Parents will be required to meet with the administration if a second Category C detention has to be issued and a parent will be required to accompany the student to serve the second Category C detention.
- C. After the second detention for a category C offense, out-of-school suspension will be utilized rather than detention.
- D. After the second suspension, the CCS School Board, at the Head of School's recommendation, may ask a student to withdraw from CCS, expel him/her, or not allow him/her to re-enroll if 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

Appropriate Items For Lockers	Inappropriate Items for Lockers
Lunch boxes and snacks	Food items left overnight, TRASH of any sort
Magnetic decorative items on the inside ONLY (no tape inside or out)	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.

STANDARDS FOR MIDDLE SCHOOL UNIFORM CODE

Uniform/Dress Code Information

CCS Middle School will wear formal uniforms on Monday, Tuesdays and Wednesdays and spirit wear on Thursdays and Friday. Spirit wear is apparel that is purchased through Lands End or special CCS events, i.e, Harvest Assist, 5K, 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.

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

SPECIFIC STANDARDS

Shirts

- Collared uniform shirts are to be worn Monday, Tuesday, and Wednesday. School approved spirit wear t-shirts can be worn Thursday and Friday. Spirit Wear is available only through [Land's End](#) or other school sponsored events, including athletics.

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

Pants/Capris/Shorts/Skorts

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

Dresses, Jumpers, Skirts, and Skorts

- **Dresses, Jumpers, Skirts, and Skorts must be no shorter than 2" from the top of the knee**
- Jersey Dresses
 - navy blue, light blue and burgundy
 - school crest is optional
- Jumpers are to be worn with uniformed approved collared shirts only
 - solid khaki, navy, or burgundy
 - Plaid must be Clear Blue Plaid or Burgundy/Gray Plaid as sold from Land's End (free swatches are available from Land's End if you would like to purchase from another vendor).
- Skirts and skorts must be uniform approved
 - solid khaki and navy
 - Plaid must be Clear Blue Plaid or Burgundy/Gray Plaid as sold from Land's End (free swatches are available from Land's End if you would like to purchase from

another vendor).

Belts

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

Socks/Shoes

- Socks/tights/hose must be worn at all times with all styles of shoes except sandals and clogs.
- Shoes must be the same color.
- Appropriate colored (navy, white, burgundy, or khaki) tights or leggings are allowed to be worn under jumpers, dresses, shorts/skortos.
- Sandals, Crocs and clogs are allowed but must have a back—**no slides or flip-flops.**

Sweaters, Cardigans, and V-neck Pullovers

- Solid burgundy, white, and navy are the approved colors.
- Items must be worn over an approved collared uniform shirt
- Crest optional

Spirit Wear Thursday and Fridays (Must be purchased through Land's End or from CCS approved sponsored events)

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

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

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

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

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

coat, but this will not be permitted to be worn in class.

Hair/Adornments

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

Makeup/Jewelry

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

SPECIFIC STANDARDS ON CHAPEL DAYS

Middle 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.

Cell Phone/Electronic Policy

A CCS Middle 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.* Middle school students will **NOT** 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.

Middle School Chromebook Policy and Acceptable Use Policy

Instructional Focus

Carolina Christian School believes that every student deserves the opportunity to better themselves through education. By providing devices for middle school students, we are making sure that each child has every opportunity to do this. Using devices creates an environment where we can truly start to differentiate instruction for everyone. Differentiated learning will focus on individual strengths, offer opportunities for more student choice within the classroom environment, and increase student engagement.

General Information

Student use of the Chromebook falls under the guidelines of Carolina Christian School's Acceptable Use Policy for technology and the CCS Chromebook discipline procedures. Access to the Internet is monitored through our school's content filtering software and all rules and expectations are applied to the use of the Chromebook. All applications, activity, and documents stored on the Chromebook are the property of Carolina Christian School and subject to regular review and monitoring.

Students will be issued one student specific Chromebook and charger.

Students should:

- Bring your Chromebook fully charged to school everyday.
- Keep your Chromebook with you or in a secured area at all times.
- Report loss or theft immediately.
- Remember that your Chromebook is for educational purposes.
- Follow the Acceptable Use Policy at all times.
- Log into Chromebook with their school email address only.

Students will not:

- Modify the Chromebook in any way other than instructed by teachers or administration.
- Use another student's Chromebook.
- Apply any permanent marks, decorations, or modifications to the Chromebook.
- Log into Chromebook with a personal email address.
- Log into another student's account on your Chromebook
- Use Chromebooks to charge other devices.

Failure to comply with these guidelines will be treated as failure to comply with the Acceptable Use Policy and will be dealt with as specified in the discipline code.

Using the Chromebook

Use of the Chromebook will require a few necessary tasks to keep the device performing well.

- Clean the screen only with approved cleaning towels, no chemicals.
- Make sure hands are clean before using.

- Keep away from food and drink.
- Charge the Chromebook only with the included charger, using a standard wall outlet for your power source.
- Document any software/hardware issues to your teacher as soon as possible.
- Keep the Chromebook in a well-protected temperature controlled environment when not in use.

Damage, Replacement and Reporting Technical Issues

Any errors or problems with the Chromebook should be reported as soon as possible to your teacher or school administration, so it can be addressed in a timely manner. Damage due to negligence as well as loss or theft of a device will result in the student assuming the financial responsibility based on the current market value.

Damage Fees

All prices include taxes and shipping. These prices are current at the time of this printing and are subject to change.

In the event of physical damage or neglect to a device, damage charges will be assigned to the student in order to purchase repair parts. Once repairs have been paid, a loaner device will be provided, if available, for temporary use until the student’s device has been repaired. Students are paying only for parts needed for the physical damage to their device. There are no labor charges involved. The current repair fee for parts or replacement are as follows on the next page.

Repair Costs:

Chromebook Repair Costs	
Cracked Screen	\$62
Screen Bezel	\$29
Top Cover/Keyboard	\$60
Display Back Cover (HP logo)	\$40
Bottom Base	\$40
Charger	\$25
Total Replacement	\$199

Loaner Devices

Students who receive a loaner device for use during the school day are responsible for adhering

to the policies as outlined in this document, including modification, use, and damage/replacement policies.

Google Apps for Education

Carolina Christian School will be utilizing Google Apps for Education. Each student will have an account with Google that will enable them to collaborate, create, edit and share files. Students in grades 6-8 will have an active email that will allow them to communicate with others.

Digital Citizenship

Each student is required to receive instruction in Copyright and Internet safety. For more information about digital citizenship and how to keep your student safe, please visit commonsensemedia.org and netsmartz.org.

Chromebook Discipline Guidelines

The use of the Chromebooks as a technology resource is a privilege, not a right. This document is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of Chromebooks. If a person violates any of the User Terms and Conditions named in this document, privileges may be terminated, access to this technology resource may be denied, and the appropriate disciplinary action shall be applied.

Students are solely responsible for the Chromebooks issued to them, including loaner devices, and must adhere to the following:

- Bring your Chromebook to school every day and make sure it is fully charged. Failure to do so may result in disciplinary action. If a student's Chromebook is not charged properly they will not be given a loaner to use for the day unless there are unusual circumstances that created the situation.
- Comply with teacher instructions.
- Stay on task.
- Only visit appropriate sites.
 - Streaming Movies, TV, Video, and Music Sites are prohibited.
 - Viewing obscene/pornographic material is prohibited.
 - Video/Picture/Text Messaging Sites are prohibited.
 - Non-Educational Online Gaming Sites are prohibited.
- Interact in a positive manner using Internet etiquette.
- "Cyberbullying" is prohibited. (Cyberbullying includes tormenting, threatening, harassing, humiliating, embarrassing or otherwise targeting another student using a digital device.)
- Gaining access to other student's accounts, files, or password sharing is prohibited.
- Using the device for the purpose of cheating is prohibited.

- Respect school property and the property of others.
- Sharing devices, passwords, or log-in information with others is prohibited. It is the owner of the device's responsibility for any damages occurred including theft or loss of the device.

Consequences:

Failure to comply to the above expected behaviors will result in the following:

Offense 1: Automatic 2-hour detention and parental notification. Loss of device for a specific period of time or for the class period depending on the offense. Device may be confiscated by teachers/administration for violation of policies at any time.

Offense 2: Loss of Chromebook privileges for a length of time determined by the administration. Permanent suspension of Chromebook access and other consequences may occur as determined by the administration.

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. Middle School and 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 and Invitations

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

Field Trips

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

- Some parents may be asked to chaperone. Parents may ride the bus or buses, as space is available. When space is not available, parents may choose to travel in their own vehicle at their own expense. Any parent accompanying the group may NOT bring younger siblings on the field trip.
- Chaperones must sign a Driver and Chaperone Instruction form. Please take your job as chaperone seriously for the safety of our children. When using a bus for field trips, all students should ride on the bus with their class unless written permission is granted and approved by their teacher.

- At times there will be a cost to the student and the parents for the trips. All fees will be billed through the FACTS system.
- Permission slips will be requested for each trip. If you do not want your 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.

National Junior Honor Society

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

National Honor society is awarded on the following characteristics:

- Scholarship: Overall average of 85 or above for middle school 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.
- 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.

Middle 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. See Appendix D for a list of awards.

Awards:

Quarterly: Headmaster's List

A/B Honor Roll

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

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

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