

Carolina Christian School Lower School Parent Handbook 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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LOWER SCHOOL SPECIFIC INFORMATION

School Times and Attendance Requirements

- Instruction time is from 8:30 AM to 2:45 PM Monday through Friday.
- 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 8:30 AM.*
- A tardy slip will have to be completed in the front office for anyone arriving after 8:30 AM to school for any reason.
- **Five (5)** school day tardies will equal one absence on the student's record
- Any student leaving early or coming late, must be signed in at the front office by a parent or guardian. A written excuse note must be provided for attendance 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. Any early dismissal from school will be considered unexcused without a proper reason or note from the parent. Leaving school for haircuts, shopping trips, etc. will not be excused. **Five (5)** unexcused early dismissals will result in one full absence on the student's record.
- A lower school student must be in school a minimum of 3 ¼ hours* of the 6 ¼ hours to be considered present for the whole day. Half of a school day will equal 3 ¼ hours. Generally, 8:30–11:45 A.M. or 11:30–2:45 P.M. For determining half day 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 has not indicated a mastery of skills covered in his or her grade level will be kept in that grade level until demonstrating sufficient progress that merits advancement to the next grade level.
- If there is a possibility that a student will be retained, parents will be notified well in advance of the end of the school year. With good parent/teacher communication, there should be no instance of a parent being unaware of the student's lack of progress.

Report Cards

- For all students, progress reports and report cards are issued four times a year. The evaluations reflect the child's performance in relation to grade level course standards. When expectations have been modified for a child, it will be indicated in the evaluation.
- 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-5) grading scale is as follows:

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

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

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

Conduct/Work Scale

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

Conduct areas evaluated:

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

Work habits evaluated:

Effort	Study skills	Self-motivation
Initiative	Organization	

Homework Policy

Purpose

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

Homework Assignments include:

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

Time

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

Late Work Policy

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

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

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 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

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.

LOWER SCHOOL DISCIPLINE POLICIES

The Lower Elementary Discipline Policy Grades PK-2

Issues dealing with student responsibility and minor behavior problems will be dealt with by the classroom teacher on a day-to-day basis, according to the classroom rules and procedures. If a student shows repetitive misbehavior or if 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

Upper Elementary 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

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

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

Consequences for Category A offenses

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

Category B—Student Responsibility

- Class disruption Consequence: No recess
- Excessive talking or talking without permission Consequence: Silent Lunch

- Not following directions Consequence: Silent Lunch
- Off Task/Inattentive Consequence: Silent Lunch
- Not prepared for class Consequence: No recess
- Dress Code violation Consequence: Phone parent

Category C—Student Character Formation

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

Category C—Consequences

In-school suspension for the rest of the day and parent conference.

Category D – Serious Offenses

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

Consequences of Category D Offenses

*Sent home for the remainder of the day with classwork

** Suspension (parent pays for repairs)

***Expulsion

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.

Horseplay

Horseplay is not tolerated. This includes but is not limited to slapping, twisting, touching, and other types of engagement with other students that are inappropriate for a school setting. Any student who participates in horseplay will get a 2 hour detention as it will be a class C offense in our discipline policy.

SPECIFIC STANDARDS FOR LOWER SCHOOL UNIFORM CODE

UNIFORM/DRESS CODE INFORMATION

CCS lower 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 shirts must be any 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 Sharper Embroidery in Oakboro.
- Approved Spirit Wear t-shirts may be worn on Thursday and Friday. CCS Spirit wear is only available for purchase through Lands' End or from specific CCS fundraisers or special events..

[Lands' End](#) (School Code: 900171364)

Pants/Capris/Shorts/Skorts

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

Dresses/Skirts/Skorts

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

Belts

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

Socks/Shoes

- Sandals and Crocs are allowed but must have a back; **no slides or flip flops.**
- **Please have your student wear tennis shoes on PE days, which are on Fridays. No**

hard sole shoes, boots, crocs or sandals.

Spirit Wear Thursday and Fridays

These items must be purchased through Land's End or from CCS sponsored events, i.e. Harvest Assist, 5K, Athletics

- 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

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

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

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

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

Hair/Adornments

- Hair must be clean and neat and of natural tones. (No streaks of colored hair, i.e. red, pink, purple, etc.)
- 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 special 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. Uniforms are not required but we encourage wearing school spirit wear. We expect the students to follow the policy guidelines for length of shorts, skirts, dresses, and skorts. Outlines of undergarments should not be visible.

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

LOWER SCHOOL DAILY ACTIVITIES

Lower School will have designated extra curricular activities daily in addition to their regular classroom schedule. Each student is expected to be prepared and participate in each activity. Any homework or special need specific to the activity should be completed by the scheduled day.

- Monday- Spanish / C3
- Tuesday- Library
- Wednesday- Art
- Thursday- Music
- Friday- Physical Education

Chapel Services

Chapel services will be held on Mondays and 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.

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 the classroom.** Flavor packets and other beverages are not permitted in classrooms and will result in disciplinary actions.

Snack Cart

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

Lunch

Students need to pack their lunch daily. Candy, carbonated beverages, energy drinks and flavor packets for water are not permitted. Lower school students are not permitted to use the microwaves and teachers are not able to warm food.

Students (and parents) will not be permitted to order food and have it delivered during school hours. Parents should not drop off fast food, special drinks or treats at the front office for their children.

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. 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.

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.

Parents and/or grandparents may eat lunch with their students if it is pre-arranged with the front office and/or teacher. They must check in at the front desk and will only be able to eat in the cafeteria with their child. No other students will be able to eat with them.

Assemblies and School Events

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

Parties and Invitations

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

Field Trips

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

- 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.
- 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 in advance of the trip.
- Permission slips will be requested for each trip. If you do not want your child to participate, then the teacher must be notified. Any student on suspension will not be allowed to attend.

Cell Phone/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, character development, and athletics. Parents are notified of when special recognitions are scheduled, so plans can be made to attend.

PreK-2nd Grade

End of Year: Fruit of the Spirit

Subject Highest Average

Most Improved in Subject Area

3rd-5th Grade

Quarterly: Headmaster's List

A/B Honor Roll

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

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

Subject Highest Average

Fruit of the Spirit

