



Family Handbook

Charlotte Christian School

2021-22

MISSION STATEMENT

Charlotte Christian School is a Christ-centered, college preparatory school, equipping and developing students to effectively integrate Biblical truth and learning into their daily lives and to impact the culture for Christ.



General Information

Charlotte Christian School is an independent, co-educational, college preparatory, non-denominational Christian day school ministry for students from JK-grade 12. The school is located on 54 acres in southeast Charlotte. Charlotte Christian's vision for students includes the integration of Biblical principles where character, values and essential practical skills are emphasized and modeled; a rigorous academic program where physical fitness and athletics are encouraged; and a fine arts program where creative expression is nurtured. The school does not discriminate on the basis of gender, race, color or national origin in the administration of its educational programs, admissions policies, financial aid policies, employment practices or other school-administered programs.

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2025 VISION STATEMENT

Charlotte Christian will be the premier Christian School in the Southeast hallmarked by its intentional spiritual formation of students, rigorous as well as varied academic offerings, vibrant fine arts department, and a comprehensive, competitive athletic program. This vision will be actively supported by a passionate and talented faculty, an administration that models servant leadership, supportive parents, a visionary board of trustees, and a vigorous alumni base.

STATEMENT OF FAITH

The members of the board of trustees, the employees and the student body represent various denominations and practices. The school is not under the direction, influence or support of any particular church or denomination.

Charlotte Christian School is dedicated to and operates according to the following statement of faith:

- We believe that God is one being – infinitely just, wise, good, loving and holy, and existing eternally in three persons: Father, Son and Holy Spirit. He is the sovereign Creator of the universe and by His providence sustains and rules all that He has made.
- We believe that Jesus Christ, Son of God, is fully divine and fully human, and that He saves His people from their sin by His life, death and resurrection, and is now ruling over His Church and the world through His Word and Spirit.
- We believe that the Holy Spirit regenerates sinners, resides in believers, and enables them to live a Godly life and to use the spiritual gifts He has given them.
- We believe that the Scriptures of the Old and New Testaments are the inspired, infallible and inerrant Word of God, our final authority in matters of doctrine and practice.
- We believe that sinners are justified by grace through faith on the basis of the finished work of Christ (His death and resurrection) and live this life by the power of God.
- We believe that God is calling people from the whole human race to believe in His Son, Jesus Christ, and to become members of His Body, the Church. Those who believe in Jesus as Lord and Savior enjoy the blessings of God and fellowship with each other in communities of faith until Jesus returns.

- We believe that man, male and female, was created in the image of God, but fell into sin through the disobedience of Adam and Eve. As a result of the fall, all people are born sinful and in need of salvation.
- We believe that marriage is a covenantal relationship created by God for a man and a woman. Sexual intimacy is a gift from God and has its proper place only within the context of marriage.
- We believe that Jesus Christ, the Son of God, will return to renew the whole creation and to judge the living and the dead.

BIBLICAL WORLDVIEW

Charlotte Christian School exists to prepare students to impact the culture for Christ. Whether it is in the area of academics, fine arts or athletics, Biblical truth is at the heart of who we are at Charlotte Christian. Our goal is to help each student grow in their walk with Christ as they study, understand and obey God's Word and develop a Christian world and life view. Beginning in the earliest of grades, students attend weekly chapels and are taught daily Bible lessons on an age-appropriate level. As students mature, additional academic and co-curricular opportunities exist to challenge them in their faith and to help them grow in their wisdom and understanding of who God is and what His plan is for them.

The study of the Bible is a required part of the curriculum beginning in junior kindergarten and continuing through grade 12. The goal of the curriculum is for students to "grow in wisdom, stature and in favor with God" (Luke 2:40). In the pursuit of wisdom, emphasis is placed on practical application of the Bible, recognizing God calls us to not just be hearers of the Word, but doers as well (James 1:23). The English Standard Version of the Bible is the preferred version in classes and chapels.

True Christian education is not simply a curriculum, which contains a Bible class. It is a manner of teaching in which students are led to make sense of the universe and their place in it by filtering their learning through God's Word.

ACCREDITATION AND MEMBERSHIPS

Charlotte Christian School is jointly accredited by the Southern Association of Independent Schools (SAIS) and the Southern Association of Colleges and Schools (SACS), an accreditation division of Cognia.

Charlotte Christian School is a member of the following associations:

- Association of Christian Schools International (ACSI)
- Cognia
- Council on Educational Standards and Accountability (CESA)
- Southern Association of Independent Schools (SAIS)
- North Carolina Association of Independent Schools (NCAIS)
- Charlotte Area Independent Schools (CAIS)
- Greater Charlotte Area Christian Schools (GCACS)
- North Carolina Independent Schools Athletic Association (NCISAA)
- Greater Charlotte Middle School Athletic Association (GCMSAA)

CHARLOTTE CHRISTIAN SCHOOL WEBSITE

www.charlottechristian.com

Charlotte Christian School maintains a website as a service to visitors and our families.

Current families are issued login information for each parent and each student. Use your username and password, click the Portal Login button. Each year parents are requested to login to the site and update "my profile" to assist the school in maintaining accurate information. Please maintain your information as changes occur by following the "my profile" link. This information is also a part of the online community directory and used for Emergency Contact information.

It is important that we protect the privacy of our students by allowing access to personal information only to the school community. Parents, students, and employees are required to log in with their username and password when viewing classes (student login); the *Focus*, honor rolls and field trips.

Questions regarding the use of www.charlottechristian.com should be directed to webmaster@charchrist.com.

myCCS

myCCS is a student information system (SIS), that houses class schedules, final exam and course grades, re-enrollment documents, ERB standardized test scores and Student Academic Plans.

CANVAS

Charlotte Christian utilizes Canvas (grades 6-12), a learning management system (LMS) which simplifies teaching and learning by connecting all the digital tools teachers use in one easy place. Teachers will maintain an academic page in Canvas for each course that will equip students with classroom resources, homework and course assignments and grades.

DISMISSAL OF STUDENTS AND/OR REFUSING OR RESCINDING ENROLLMENT

The senior staff of Charlotte Christian School is responsible for protecting and promoting the mission of the school, and the collective good of the school community, and the reputation of the school. Given this responsibility, the school reserves the right, within its sole and exclusive discretion, to dismiss any student; refuse the enrollment or re-enrollment of any student; or rescind the enrollment of any student, if the general conduct, attitude or actions of the student, or the student's parent or family, on or off campus, damages or demeans the reputation of Charlotte Christian; disrupts the operations of Charlotte Christian; serves to divide the school community; or adversely impacts any individual member of the Charlotte Christian community or the collective good of Charlotte Christian. Families should also be aware that failure to consistently meet academic requirements and expectations could result in refusing or rescinding enrollment. The school reserves the right, within its sole and exclusive discretion, to suspend, expel, dismiss, refuse or rescind enrollment and/or remove from campus any student, parent, or family member, or guest if it is in the best interest of Charlotte Christian as deemed by the school's administration to take such action.

SENIOR STAFF

Head of School	Barry Giller
Chief Financial Officer	Terry Efird
Chief Academic Officer	Theresa Kasay
Lower School Principal	Sharon Humphrey
Middle School Principal	Brooke Morgan
Upper School Principal	Shonn Brown
Director of Athletics	Andy Ross
Director of Communications	Laura Goodyear
Director of Development	Sara Blakeney
Director of Diversity	Jozi Walker
Director of Fine Arts	Leslie Niessner
Director of Human Resources	Leslie Prewette

Members of the senior staff may be contacted through the Charlotte Christian email system by using the person's first name and last name, separated by a period @charchrist.com.

FREQUENTLY CALLED NUMBERS

Individual employee extensions are listed in the faculty/staff section of the community directory for your convenience. An online community directory is available in the parent portal of the school website and in myCCS.

Main Number	(704) 366-5657
Head of School	(704) 366-5657 (ext. 6101)
Admissions	(704) 366-5657 (ext. 6510)
Development	(704) 366-5657 (ext. 6400)
Athletics	(704) 366-1205
Business Office	(704) 366-1294
Fine Arts Box Office	(704) 366-5657 (ext. 1605)
Early Education Building	(704) 366-1713
Lower School	(704) 366-0936
Middle School	(704) 366-5673
Upper School	(704) 366-5658
Inclement Weather	(704) 366-5657

PRIORITY COMMUNICATIONS SYSTEM

The Priority Communication System is used for all-school communication. This includes the electronic telephone message system, all-school emails, phone calls from teachers and administrators, messages on the school's website, messages on the school's answering machine and family-to-family communications. The contact information for the Electronic Telephone Message system, the dining hall balance notification system and the all-school email distribution comes from the family profile information that is entered when a family signs on to the Charlotte Christian website.

PROMOTING MATTHEW 18

SCHOOL AND PARENT EXPECTATION STATEMENT

Charlotte Christian School encourages and promotes a Christ-centered college preparatory learning environment. In an effort to promote positive school-parent communication and relationships, Charlotte Christian School has formed the School and Parent Expectation Statement. One of the ways to promote this atmosphere and relationship is through following Matthew 18.

If your brother sins against you, go and tell him his fault, between you and him alone. If he listens to you, you have gained your brother. But if he does not listen, take one or two others along with you, that every charge may be established by the evidence of two or three witnesses. If he refuses to listen to them, tell it to the church. And if he refuses to listen even to the church, let him be to you as a Gentile and a tax collector. Matthew 18:15-17 (ESV)

We value everyone's feedback and we care about each child and every family. We appreciate everyone's point of view and opinion yet there is a right and wrong way to communicate suggestions or concerns. We expect all our faculty, staff, coaches, volunteers, parents and students to follow biblical principles with their words and actions.

Based on the article by Dr. Paul Kienel, former president of the Association of Christian Schools International (ACSI), there are six specific principles of Matthew 18 "that Jesus taught in solving people-to-people problems" in Christian schools. [CLICK HERE](#) to read the article.

1. Keep the matter confidential.

The very pattern of sharing the problem only with those directly involved establishes the principle of confidentiality. The Bible has much to say about those who gossip or malign others with their words. (Proverbs 11:9-ESV - *With his mouth the godless man would destroy his neighbor, but by knowledge the righteous are delivered.*)

2. Keep the circle small, initiate face-to-face dialogue with only the person involved.

The first step and most often the only step needed in solving a person-to-person problem is for one of the two people involved to initiate face-to-face dialogue. Most problems are solved at the two-people level. (Matthew 18:15-ESV - *If your brother sins against you, go and tell him his fault, between you and him alone. If he listens to you, you have gained your brother.*)

3. Be straightforward and honest; speak in love.

Jesus tells us to be forthright and to love honestly. Sometimes it is difficult to be straightforward and tell someone the very heart of the matter. But restoration and improvement can only come when the issues are lovingly, yet clearly, presented. (Ephesians 4:29-32-ESV - *Let no corrupting talk come out of your mouths, but only such as is good for building up, as fits the occasion, that it may give grace to those who hear. And do not grieve the Holy Spirit of God, by whom you were sealed for the day of redemption. Let all bitterness and wrath and anger and clamor and slander be put away from you, along with all malice. Be kind to one another, tenderhearted, forgiving one another, as God in Christ forgave you.*)

4. Be forgiving.

If he shall hear thee, thou has gained thy brother. This implies that once the matter is resolved, we should wholeheartedly forgive and restore the person whose words or actions have offended us. (Galatians 6:1-ESV - *Brothers, if anyone is caught in any transgression, you who are spiritual should restore him in a spirit of gentleness. Keep watch on yourself, lest you too be tempted.*)

5. If the conflict is not resolved, then both parties should agree to share the matter with the principal or department director.

The parent and teacher should agree to share the matter with the school principal or department director. Both parent and teacher should come to the meeting in a spirit of prayer and humility, willing to submit to the Lord's will in the matter and also willing to submit to reproof and correction if needed. An open and honest discussion among people who are sensitive to godly principles will most often reach an amicable solution. (Matthew 18:16-17-ESV - *But if he does not listen, take one or two others along with you, that every charge may be established by the evidence of two or three witnesses. If he refuses to listen to them, tell it to the church. And if he refuses to listen even to the church, let him be to you as a Gentile and a tax collector.*)

6. If at this point the conflict is not resolved, then the head of school will meet with the individuals involved with the matter.

The head of school will prayerfully review the facts of the matter and if appropriate, engage additional parties in the resolution process. (Colossians 3:12-17-ESV - *Put on then, as God's chosen ones, holy and beloved, compassionate hearts, kindness, humility, meekness, and patience, bearing with one another and, if one has a complaint against another, forgiving each other; as the Lord has forgiven you, so you also must forgive. And above all these put on love, which binds everything together in perfect harmony. And let the peace of Christ rule in your hearts, to which indeed you were called in one body. And be thankful. Let the word of Christ dwell in you richly, teaching and admonishing one another in all wisdom, singing psalms and hymns and spiritual songs, with thankfulness in your hearts to God. And whatever you do, in word or deed, do everything in the name of the Lord Jesus, giving thanks to God the Father through him.*)

PUBLICATIONS

One of Charlotte Christian School's primary goals is to fully communicate its vision, mission and direction to internal and external audiences. The various tiers of communication include different types of publications.

The Voice - a semi-annual school magazine that strives to capture the essence of Charlotte Christian School.

The Focus - a weekly communication document sent via email on Fridays. The Focus provides important information parents and students need to know and act on in the coming week as well as recognize current student and school achievement.

Chapel Recap - a weekly email distributed on Thursdays to all families outlining the chapels from earlier that day. The information provides parents a springboard to a conversation with student(s) about their takeaways from that day's chapels.

Knights in the Classroom - an e-newsletter distributed monthly to all families regarding the academic programming at Charlotte Christian. This newsletter highlights faculty and student achievement and learning through features on curriculum, programs and resources that support and foster the academic environment at Charlotte Christian.

Knights In Action – an e-newsletter distributed weekly to all families regarding the athletic program. It has important information about Players of the Week, game scores from middle school, JV and varsity teams, upcoming games as well as department news.

Opening Knights - an e-newsletter distributed monthly to all families regarding the fine arts program. This publication contains important information about upcoming fine arts events and productions, celebrates student achievement in the arts, and provides a look at the work that our fine arts faculty and students are doing in the studio and rehearsal room, as well as on stage.

The Clarion - an upper school literacy magazine, published by upper school students, that celebrates student creativity and achievement in the areas of creative writing and visual art. This is a one-time, end of the year publication.

The Accolade - Charlotte Christian's yearbook is an annual publication distributed to students in May of each year. *The Accolade* is a year-long upper school student project, highlighting the entire school community, events and accomplishments.

SCHOOL DATABASE

The school's database is maintained through the website. Please make sure to update your personal information to ensure you receive all priority emails from the school. The database includes name, address, phone number, and other vital information for all constituents. If there are any changes in your contact information, please visit the parent portal on www.charlottechristian.com and update your profile online.

SCHOOL BIBLE VERSE

2021-22 Verse: "Come to me, all who labor and are heavy laden, and I will give you rest. Take my yoke upon you, and learn from me, for I am gentle and lowly in heart, and you will find rest for your souls. For my yoke is easy, and my burden is light." Matthew 11:28-30

Revised as of 5/6/21



Academic Policies

Dr. Theresa Kasay, Chief Academic Officer

(704) 366-5657, ext. 6401

theresa.kasay@charchrist.com

Beth Day, Director of Curriculum and Instruction

(704) 366-5657, ext. 6403

beth.day@charchrist.com

TBD, Director of Academic Services

STATEMENT OF TEACHING AND LEARNING

ACADEMIC ACTION PLANS (AAP) for GRADES 3-5 (GRADES 6-12 SEE ACADEMIC PROBATION SECTION)

Students who evidence low academic performance during any given grading period (i.e. multiple 1s on a report card) may be placed on an AAP, which includes: benchmarks for success, a timeline for progress, and other prescribed steps of action.

1. An AAP may also be put into effect for other behavioral concerns such as excessive tardies or absences.
2. An AAP may include restrictions of co-curricular participation in fine arts. (See Fine Arts section).

ACADEMIC CONSERVATORY PROGRAM (GRADES 9-12)

Charlotte Christian School recognizes that students are gifted in a variety of areas, including academics, athletics, fine arts or spiritual life. Just as interscholastic athletics offers special opportunities for athletically gifted students to be challenged, the Academic Conservatory Program provides a special opportunity for students in academics, fine arts or ministry.

Students may graduate with distinction in:

- I. Bible, Philosophy and Religion
- II. English
- III. Fine Arts
- IV. Math/Science
- V. Social Studies
- VI. World Languages

This distinction will be recognized on the student's diploma and transcript and they will be recognized at graduation. More importantly, students will be encouraged and stretched to take the area that they are passionate about beyond the four walls of the classroom. Application, admission and additional graduation requirements for this program are determined by individual departments. Information regarding each of the distinctions can be accessed through the Charlotte Christian website. [CLICK HERE](#)



Academic Policies

ACADEMIC RECOGNITION (GRADES 6-12)

The Academic Honors Program at Charlotte Christian School has been established to promote the ongoing pursuit of academic excellence in our middle and upper schools. All students currently enrolled in grades 6-12 at Charlotte Christian School are eligible for academic recognition. All courses of study will be included in the program.

The Academic Recognition for grades 6-8 is as follows:

- **MAGNA CUM LAUDE**

Magna Cum Laude is Latin for “with great praise and honor.” To achieve this recognition, a student must earn at least a 4.0 overall GPA with no grade of an A- or lower.

- **CUM LAUDE**

Cum Laude is Latin for “with praise and honor.” To achieve this recognition, a student must earn at least a 3.5 overall GPA with no grade of a B- or lower.

The Academic Honors Program for grades 9-12 is as follows:

- **SUMMA CUM LAUDE**

Summa Cum Laude will be the highest academic recognition on campus. Summa Cum Laude is Latin for “with the greatest praise and honor.” To be recognized for this distinction, a student must earn a weighted GPA of 4.25 or an unweighted GPA of 4.0 with no grade of B- or lower.

- **MAGNA CUM LAUDE**

Magna Cum Laude is Latin for “with great praise and honor.” To be recognized for this distinction, a student must earn a weighted GPA of 4.1 or an unweighted GPA of 3.75 with no grade of a B- or lower.

- **CUM LAUDE**

Cum Laude is Latin for “with praise and honor.” To be recognized for this distinction, a student must earn a weighted GPA of 4.0 or an unweighted GPA of 3.5 with no grade of a C- or lower.

ACADEMIC PROBATION (GRADES 6-12)

Middle and upper school students who earn below a combined unweighted 2.0 GPA, have three Ds or have a failing grade for any given grading period are placed on academic probation. Under such status, the student’s academic progress is monitored more closely with continued enrollment dependent upon sufficient demonstration of academic progress as prescribed by the principal and school academic counselor and detailed in an individual Academic Action Plan (AAP).

ACADEMIC SERVICES

Charlotte Christian provides additional academic services and support to students who may require: tutoring, speech and language therapy, and student academic plans outlining both classroom and testing accommodations. Students must have an updated speech and/or psychoeducational evaluation to qualify for accommodations. Please contact the director of academic services for more information.

ACADEMIC SERVICES PROGRAM

Charlotte Christian offers an academic services program (at additional cost) to support students with identified learning needs realize their potential. Students with current (within three years) psychoeducational testing and a documented diagnosis by a licensed psychologist are eligible for the academic services program. Services offered include:

- **Educational Intervention:** Students with a diagnosed learning difference and enrolled in the academic services program (ASP) work with an academic learning specialist in a small group setting to remediate their area of diagnosis and classroom and course content. The academic learning specialists work with each student to support academic and instructional goals that meet the individual needs of each student.
- **Student Academic Plan (SAP):** Students enrolled in the Academic Services Program with a current educational evaluation are eligible for a Student Academic Plan to outline classroom and testing accommodations. Additionally, students enrolled in an academic services class will have academic goals. To establish a new plan or to make edits to an existing Student Academic Plan please contact the director of academic services.

Viable plans promote student responsibility and independence while providing accommodations that promote academic equity. Charlotte Christian has final approval of all accommodations the school is able to provide. If the student waives accommodations provided on a student academic plan, the SAP will be updated to reflect the most current accommodations utilized by the student. A Student Academic Plan may be adjusted at any time.

- **Follow-up Program:** A student's progress will be followed for at least one year following the removal of the academic intervention.

Students in the Academic Services Program will receive a Pass/Fail (P or F) on their report cards and earn 1.0 unit of credit which will be reported on the student's report card and transcript.

ADDITIONAL ACADEMIC SERVICES

SPEECH AND LANGUAGE THERAPY

Charlotte Christian provides on-site speech and language therapy through a partnership with SpeechWISE. Students requiring speech therapy may receive speech and language therapy during the school day. Our speech partnership with SpeechWISE is exclusive; therefore, no other speech and language pathologists will be allowed to work on campus.

OCCUPATIONAL THERAPY

At this time, occupational therapy is not provided on campus. If your student requires occupational therapy, please contact the director of academic services for a recommendation.

TUTORING

Academic tutoring is available for students and families desiring additional support. Parents may arrange tutoring through the academic services center by contacting the director of academic services. Each tutor assignment will require the completion of a tutoring agreement prior to any tutoring sessions on campus.

Any tutor who works on campus must be approved by the director of academic services through the academics office and must have a current background check and completed Charlotte Christian tutor training.

Teachers make themselves available to work with students outside the school day in academic help sessions but are not permitted to tutor their students for compensation.

Teachers are available before school and after school, as communicated by each teacher. A student wishing to receive help should email that teacher to confirm that teacher's availability.

A peer tutoring program for upper school students is coordinated by the upper school academic counselor, Mrs. Ginny Schmidt at ginny.schmidt@charchrist.com.

ATTENDANCE (JK-GRADE 12)

Consistent attendance is vitally important for success at Charlotte Christian School. Missing class for any reason puts the student at a disadvantage and therefore parents should attempt to minimize absences as much as possible.

NOTE: Students need to attend class for a minimum of two classes in the upper school and four classes in the middle school (when school is in session) in order to be eligible to participate in co-curricular games and performances; or receive permission from the principal due to extenuating circumstances.

CLASS DAY (JK-GRADE 12)

One of the greatest predictors of academic achievement is the amount of time a student spends in the learning process. The following instructional day schedule is in effect for Charlotte Christian:

JK-K	8 a.m. – 2:15 p.m.
Grades 1-5	7:45 a.m. – 2:35 p.m.
Middle School	7:50 a.m. – 2:55 p.m.
Upper School	8:15 a.m. – 3:15 p.m.

One of the keys to success in any area of life is to be present, to be on time and to be prepared. It is essential for academic achievement that students are in class and at school. Even an absence of one or two days can have a surprisingly disruptive impact on progress. Therefore, perfect attendance is strongly encouraged. Parents are urged to carefully evaluate any absence from school that is not necessitated by unavoidable circumstances. Charlotte Christian requires regular daily attendance. Typically, students who exceed 16 absences per year or eight absences per semester are withdrawn from the class because of the significant impact of missing class on the learning process. Excessive absences could result in a student repeating the grade/course, and/or not being able to re-enroll. However, due to extenuating circumstances, a student might be given special consideration to remain in the class and might have to take the class Pass/Fail. This would allow the student to complete the class and get credit in spite of the missed class time.

For Upper School Students:

In some cases, a tutor might be required to help with the instruction that has taken place during the missed class time. In addition, excessive absences may result in a student moving from the advanced level class to a college preparatory class to allow for the student to meet the requirements of the class in a more realistic manner. Advanced and AP courses have a faster pace and are more rigorous, and therefore are usually not appropriate for a student who has excessive absences. These steps are not meant to be punitive but rather are meant to help students not be overwhelmed by their work and to ensure the validity of coursework.

These considerations would be determined based on the circumstances surrounding the absences and the particular courses the students are enrolled in. Parents hold a unique responsibility to help their student interpret life's expectations concerning timeliness and promptness. We strongly encourage parents to resist the temptation to protect their student from tardy and absence consequences. Instead, use the policies as a necessary learning ground for preparation for life as an adult. Consequences are a valuable part of a student's growth and maturity. The following paragraphs explain absence procedures. Because monitoring and keeping attendance records for our students is a sizable and important task, we must insist that parents and students follow these guidelines about family responsibility precisely. Students are always required to sign in and out with the division office whenever leaving or arriving at Charlotte Christian other than normal times.

For pre-approved absences, arrangements should be made ahead of time to make up any work that is missed and the students' grades must be a C average. Our timeliness policy remains in effect for students who miss school for voluntary reasons.

EXTENDED ABSENCE APPROVAL PROCESS AND ACADEMIC EXPECTATIONS

If a student approaches or anticipates exceeding 16 absences, parents should contact the division office for evaluation of the situation. Exceptions require a workable plan to be in place prior to exceeding the absence limit. Absences related to illness require a doctor's letter of notification that clearly outlines that the absences are unavoidable and should be emailed or faxed to the division office prior to exceptions being made. If a student is absent more than three days due to illness, social or emotional issues, families must initiate an individualized plan with our counseling department as soon as the need is known. The plan may include any of the following:

- Involving a licensed/professional tutor to work with the student (provided by the family):
 - Determine time/number of sessions anticipated to meet the student's academic needs
 - Agree on how ongoing communication will be established and continue between the tutor, parent and school.
- If anticipated absence is recommended for mental health reasons, the division office should receive written documentation from a licensed mental health professional detailing:
 - Specific academic recommendations for the student's health and wellbeing
 - A timeline for approved absences and review dates
 - A tentative plan for re-entry to class(es)

- Depending on the course, a student may be allowed to remain in the course but would receive a pass/fail grade in place of a letter grade on their transcript.
- Because the in-class experience is so important, there may be additional considerations or expectations of families in the development of the student's plan or as situations arise.
- Certain classes are participatory in nature, and at times these classes may not be feasible to complete with missed time. If at the end of a grading period, a student has any incomplete assignments as a result of an extended absence, an "I" will be recorded as his/ her temporary grade.
- If students experience a particular ongoing struggle with school attendance, class presentations and/or group work, the family may be asked to instead pursue homeschool courses, courses at public school, and/or a more therapeutic school environment for their student, such as a school refusal program.

Special arrangements will be necessary to make up missed class time and keep curricular pace. If a student has extended or excessive absences and is taking an advanced or AP, he/she may be required to drop from the advanced level courses to a college preparatory level courses. On the rare occasion when exceptions are made to this policy, students will forfeit eligibility for academic awards and honors (i.e. Valedictorian, Salutatorian, etc.)

TARDINESS

Tardiness is defined as being late by no more than half of a class. Students who are late by more than half of a class will be considered absent from that class. Such absences will count toward the allotted maximum of 16 absences, eight per semester, and in the upper school, may impact a senior's ability to exempt an exam second semester. Excessive tardiness may result in disciplinary action.

At first glance, tardiness would appear only to hurt the tardy student academically. In fact, recurring tardiness to class is disrespectful and often negatively impacts the teacher and other students. The teacher is responsible for being prepared to begin on time and make efficient use of the whole period. Students are responsible for being prepared and ready to learn. Neither teacher nor students can maximize the learning potential within a class period when recurring tardy students delay the start of, interrupt or cause duplication of learning. Excessive tardiness may result in a student repeating the course/grade and/or not able to re-enroll.

PRE-APPROVED ABSENCES (JK-GRADE 12)

Pre-approved absences may be granted when a family specifically requests that a student miss school for reasons other than sickness or emergency. In this case, the student is responsible for obtaining and completing any work that he/she has missed.

Parents should notify the school office of the desired date and reason of the upcoming absence so that the student can obtain approval prior to absence. In the middle and upper school, this requires the completion of a Pre-Approved Absence Authorization Form (located in the school office and online under middle school and upper school).

NOTE: Failure to follow such procedures may result in the student's absence being declared unexcused and may negatively impact the student's grade.

Upper School: The pre-approved absence authorization form must be fully completed and returned to the office at least one day prior to the expected absence to ensure the absence is recorded as excused. Additionally, in order to receive credit for classroom work, tests, homework, etc. missed due to the absence must be completed and turned in, in advance, unless alternate arrangements were made with the teacher.

EXCESSIVE ABSENCES (JK-GRADE 12)

Lower School - excessive absences will be dealt with on an individual basis and could jeopardize enrollment status.

Middle and Upper School - students who have more than eight absences (excused or unexcused) per semester or 16 absences per year, in any given course, may lose course credit or jeopardize enrollment status.

NOTE:

- Absences that are school-initiated and principal-approved, are considered releases from class and are not counted in the student's total absences.

AWARDS & HONORS

LOWER SCHOOL

Christian Character Award (Grade 5 Only) - presented to each fifth-grade student at promotion for modeling a positive Christian character.

MIDDLE SCHOOL

Service Awards - Awarded to students who have exceeded the minimum requirements of pre-approved service hours. The following levels are:

	Grade 6	Grade 7	Grade 8
Bronze	11-20	21-30	30-39
Silver	21-30	31-40	40-49
Gold	31-40	41-50	51+

Knights Scholar - Awarded to a male and female in sixth and seventh grade for a demonstration of commitment to learning.

Timothy Awards - Chosen by the faculty, this award is presented to one male and one female student from each grade who exemplify Christ in service above self as described in I Timothy 4:12, which is based on speech, conduct, love and purity.

Eighth Grade Promotion Awards

Principal's Cup - Chosen by the staff and faculty, this prestigious award is given to one eighth grade female and one eighth grade male who best exemplify "excellence in all things."

Francis T. Davis Love of Learning Award - Chosen by the faculty, this award is presented to one eighth grade female and one eighth grade male who seek to learn beyond the boundaries of the walls of a classroom.

UPPER SCHOOL

END OF YEAR AWARDS

Awarded to outstanding student(s) in the following areas:

Department Awards - Chosen by the faculty, this award is presented to the student with the highest GPA in each course.

The Timothy Award - Chosen by the faculty, this award is presented to one male and one female student from each grade who exemplify Christ in speech, conduct, love, and purity as described in I Timothy 4:12.

Commencement Awards:

- **President's Cup** – Voted on by the upper school faculty, this award is given to both a senior male and female who best exemplify the mission of Charlotte Christian School, pursuing excellence in all relationships - spiritual, academic, social and physical.
- **Salutatorian** - A senior who has attended Charlotte Christian upper school at least four semesters with the second highest grade point average.
- **Valedictorian** - A senior who has attended Charlotte Christian upper school at least four semesters with the highest grade point average.

CANVAS

Charlotte Christian students and parents in grades 6-12 may access grades by signing on with their username and password in Canvas. For information regarding Canvas, please contact Mr. Grayson Bedenbaugh, upper school technology facilitator, grayson.bedenbaugh@charchrist.com or Mrs. Heather Wilson, middle school technology facilitator, heather.wilson@charchrist.com. Teachers update grades on a weekly basis.

myCCS

GRADES

Final semester grades and exam grades are posted in myCCS at the end of each semester.

CLASS SCHEDULES

Class schedules/teacher assignments for students in grades JK-12 are housed in myCCS.

STUDENT ACADEMIC PLANS

The most current Student Academic Plans, for students with plans, and learning profiles are available for review in myCCS.

STANDARDIZED TEST SCORES

Educational Records Bureau (ERB) standardized test reports for the Comprehensive Testing Program (CTP 5) are posted in myCCS at the end of November.

RE-ENROLLMENT

Student re-enrollment is completed in the myCCS. Students that are on academic probation may have their re-enrollment withheld.

If you have any questions regarding myCCS login, contact Mrs. Ruth Wilson, webmaster, at ruth.wilson@charchrist.com.

COLLEGE PLANNING

Charlotte Christian provides a comprehensive college counseling program for upper school students. Students and parents are encouraged to work closely with the school counselors in college selection and the college admission process. The program begins by helping ninth-grade students make a successful transition to the academic life of upper school and concludes with students in grade 12 receiving assistance with every aspect of the college admission and scholarship application processes. The entire process is approached prayerfully, with a general goal of helping students learn to trust God as they make important decisions. [CLICK HERE](#) to find complete details of this process.

COURSE CURRICULUM GUIDE

A complete course curriculum guide for each division is available for detailed information on classes offered. [CLICK HERE](#)

CO-CURRICULAR ELIGIBILITY

A student must be in attendance for two full periods of the day on a four-period day in the upper school or four full periods in the middle school (excluding lunch) to be involved in any co-curricular activities that take place that day (event, performance, production or game). Exceptions may be requested to the principal for unavoidable absences (funerals, delayed medical appointments, etc.).

MIDDLE & UPPER SCHOOL ELIGIBILITY FOR CO-CURRICULAR ACTIVITIES

It is a privilege to participate in co-curricular activities at Charlotte Christian School. Students participating in such activities are expected to demonstrate Christ-honoring academics and character, both in and out of the classroom.

Students who participate in co-curricular activities are expected to maintain a minimum unweighted 2.0 GPA throughout the period of participation, with no failing grade. Fine arts students must have an unweighted 2.0 GPA and no failing grade at the time of the audition. For students participating in athletics, at each grade check (progress check, semester grade, etc.), academic eligibility will be assessed and if a student is either below the 2.0 minimum, has three Ds or has a failing grade at the time of the report, they will lose the privilege of participating in co-curricular practices and contests for at least one week. Renewed and continued participation in co-curricular events will depend on continued successful completion of Academic Action Plan requirements.

NOTE:

- The above one week loss of participation privilege will take effect the first week school is in session following grade posting.

EXAMS (GRADES 6-12)

In upper school, schedules for semester exams will be posted approximately two weeks in advance and will be given in all academic classes.

In middle school, midterms and final exams are used to provide feedback on student content mastery, academic growth, and readiness for the next level of instruction. Exams will be given for the following yearlong subjects: language arts, math, science, social studies, Bible and world language. Accountability and practice will increase incrementally for each grade level. Grade 7 midterm exams will count for no more than one test grade in the first semester, and final exams will count for 10% of their final grade. Grade 8 midterm exams will count for no more than one test grade in the first semester, and final exams will count for 15% of their final grade. Exam schedules will be announced approximately three weeks in advance and may include projects or presentations.

Students are expected to take exams at the time scheduled unless they are unable to do so due to health reasons or extenuating circumstances. Division administration will make the final decision as to whether a make-up exam will be allowed, without penalty or whether the student will receive an adjusted grade.

At times a family may request that a student be allowed to take their exam(s) in advance of the regular scheduled time due to extenuating circumstances. Such requests should be submitted to the division principal.

Because all make-up work (including tests, quizzes, homework, etc.) is the specific responsibility of the student, students with anticipated absences, including field trips must check with their teachers and look on Canvas before the absence. Upon the day of his/her return to school the student will verify all work he/she missed. Long-range assignments are due on the assigned date or immediately upon return. Canvas provides specific information about assignments for particular courses. If the student was absent only the day before or the day of a test, he/she is still responsible to take the test the day of his/her return or at a time arranged by teachers. Penalties for work not turned in at the assigned time are specified by the individual instructors in the syllabi. It cannot be emphasized enough that it is the student's responsibility to know these procedures and contact the teacher promptly to complete his/her responsibilities. Students will not be allowed to make up work after three weeks unless approved by administration due to extenuating circumstances.

In middle school, late homework and make-up policies are determined by each grade level team and will be posted on Canvas at the start of the school year.

Homework is due on the date specified by the teacher. If a student is absent, they will be responsible for consulting Canvas about any assignments missed. Students with a planned absence must have assignments ready either prior to the absence or immediately upon return.

Unless determined otherwise, students must make up all tests, quizzes and projects missed due to an absence within one week.

Upper School

The number of days to turn in work missed equals the number of days the student was gone (if one day, the work will be due the second day a student in school, etc.).

Homework or daily practice assignments (work that is counted for a maximum of 10% of the overall grade) may be assigned no credit for a student who does not complete an assignment and these assignments may not be accepted after the due date. A teacher may require this work to be completed for the purposes of learning or meeting other assignment targets even if they are not eligible to receive credit. Additionally, this may be a requirement in order to be eligible for a retake or redo of an assignment or test.

NATIONAL JUNIOR HONOR (NJHS) SOCIETY ELIGIBILITY

Seventh and eighth grade students are eligible to apply for membership in the National Junior Honor Society if they have an overall GPA of 3.75 or above, have met their grade level service hour requirements and demonstrate exemplary leadership, service, character and citizenship. Students meeting the academic requirement will be asked to complete an application to give evidence of their exemplary leadership, service, and character. In addition, students will complete an essay, three forms of recommendation, and have a formal interview before a faculty council makes the final decision for membership. For questions, please contact the middle school office.

NATIONAL HONOR SOCIETY (NHS) ELIGIBILITY

Juniors and seniors are eligible to apply for membership in the National Honor Society if they have a cumulative unweighted GPA of 3.75 or weighted GPA of 3.8 or higher and demonstrate exemplary leadership, service and character. Students meeting the academic requirement will be asked to complete an application providing evidence of their exemplary leadership, service and character. A faculty council (appointed by the principal) reviews each student's documentation and makes the final decision for membership. Total GPA is calculated after the completion of the five semesters consisting of the freshman and sophomore years as well as the first semester of junior year. Induction will take place in the spring of a candidate's junior year. For questions, please contact Mrs. Brooke Heaton at brooke.heaton@charchrist.com.

PROGRESS REPORTS (JK-GRADES 12)/REPORT CARDS

JK-GRADE 5: The scholastic year is divided into two semesters. Report cards are available each semester on myCCS. Families will use their myCCS login to access report cards.

GRADE 6-12: Semester report cards and final exam grades are available through myCCS at the end of each semester.
The semester grade is cumulative.

GRADING SYSTEMS

JK – GRADE 5

- 4 Excelling = Consistently exceeds grade-level standards for this grading period.
- 3 Proficient = At grade-level standards for this grading period.
- 2 Emerging/Developing = Approaching grade-level standards for this grading period.
- 1 Area of concern = Below grade-level standards for this grading period.
- N/A = Not Applicable for this marking period.

GRADES 9-12

Score	Grade	GPA
97-100	A+	4.0
93-96	A	4.0
90-92	A-	3.7
87-89	B+	3.3
83-86	B	3.0
80-82	B-	2.7
77-79	C+	2.3
73-76	C	2.0
70-72	C-	1.7
67-69	D+	1.3
63-66	D	1.0
60-62	D-	0.7
59	F	0.0

QUALITY POINTS/PASS FAIL

(Grades 9-12) Quality Points are added to the student’s GPA calculation for both Honor courses and 500 Level courses (i.e. AP®). .5 Quality Point will be awarded for an Honors course and 1 Quality Point for a 500 Level course.

*NOTE: Students who earn a final grade lower than a “C-” in an Honors or AP® course will not receive quality point additions to their GPA.

(Grades 6-12) In most academic courses students will receive a letter grade corresponding to the percentage score earned. However, in some cases (i.e. Academic Services) students may receive a Pass/Fail Grade (P or F). In order to earn a Pass, students must earn a minimum of 60% for graded work and faculty approval to and by doing so, will receive the corresponding unit of credit.

PROMOTION (GRADES JK-12)

Promotion of students to the next grade is determined by satisfactory progress and developmental readiness. A student may need to repeat a grade in order to master material necessary for the next grade as decided by the principal.

Middle School Promotion Requirements

Students may not receive credit for a course if they have more than eight absences in a semester, or more than 16 in a yearlong course. Students may be placed on academic probation once they have accrued eight absences in a semester.

To be promoted, students must have a minimum 2.0 G.P.A. and receive a passing grade (D or better) in the following courses:

- Bible
- Language Arts*
- Math*
- 1 additional core class

*For enrollment to be offered for the next grade level, students with a D in language arts or math will be placed on an Academic Action Plan (AAP) and may be required to complete coursework or tutoring over the summer as prescribed by Charlotte Christian School.

Upper School Promotion/Graduation Requirements

Students may not receive credit for a course if they have more than eight absences in a semester, or more than 16 in a yearlong course. Students may be placed on academic probation once they have accrued eight absences in a semester. Students who do not successfully complete a required course may make up the course in summer school or through a credit recovery course provided the course is approved in advance by Charlotte Christian School administration.

Promotion in the upper school is based on the following criteria:

Entering Grade 10

To have sophomore standing, a student must have earned at least 6.75 units of credit, including one unit each of Bible, English, Mathematics, Social Studies, Science, one half unit of physical education, and one quarter unit of J-Term.

Entering Grade 11

To have junior standing, a student must have earned at least 13 units of credit, including two units of Bible, English, Mathematics, Social Studies, Science, one unit of World Language, one-half unit of physical education, and one-half unit of J-Term.

Entering Grade 12

To have senior standing, a student must have earned at least 18 units of credit, including three units of Bible, English, Mathematics, Social Studies, two units of World Language, one-half unit of physical education, and three-quarters unit of J-Term.

STUDENTS MUST COMPLETE A MINIMUM OF 27 CREDITS TO GRADUATE.

THESE 27 CREDITS ARE EXPLAINED BELOW:

English	4
Biblical Studies	4
Social Studies	4
Science	3
Mathematics	4
World Languages	3
Fine Arts	1
Junior Seminar	.5
Speech	.5
Physical Education	1
Electives	1
J-Term*	1
TOTAL	27

*For the graduating classes of 2021, 2022, 2023 and 2024, one quarter J-Term credit has been waived for the 2020-21 school year.

SENIOR EXAM EXEMPTIONS

Seniors (only) may be exempted from second-semester exams (only), with an 89.5 or greater percent average for the semester, and no more than two unexcused tardies and no unexcused absences in the class they are trying to exempt. Failure to obtain a pre-approved absence approval for an anticipated absence will result in an unexcused absence.

STUDENT ACADEMIC PLANS

Students with current (within three years) psychoeducational testing and a documented diagnosis by a licensed psychologist or a medical diagnosis from a physician are eligible for a student academic plan. If you have questions regarding a Student Academic Plan, contact the director of academic services.

Revised as of 5/4/21



Student Life

AFTER HOURS ON CAMPUS

Lower School - Grades JK-5 students are not allowed to be on campus without adult supervision.

This includes playgrounds, dining hall and the media centers. Students must be picked up at dismissal time, registered in a co-curricular activity, or registered in the extended day program. Students not picked up at dismissal time will be sent to extended day. Students who are waiting for another division to dismiss must wait in extended day's bridge care.

Middle School - Grades 6-8 students are not allowed to be on campus without adult supervision, including playgrounds and the dining hall. Middle school students must be picked up by 3:15 p.m., registered in a co-curricular activity or club, or enrolled in extended day.

All grades - When students are on campus after class hours to attend a specific school event or a designated activity, they are to remain at the site of the event or activity for safety and security reasons. Both students and parents should know in advance the time and place of the activity and the expected time of completion. It is important for families to be part of the co-curricular and sports programs available to our students as both participants and spectators. Additionally, students are never to be inside of school buildings after hours without authorized adult supervision.

APPEARANCE CODE (GRADES JK-12)

Text in red notes changes for the 2021-22 school year.

Charlotte Christian School believes an appearance code is an opportunity to teach students about discipline and responsibility within a community. Part of that discipline is helping our students understand standards for everyone and the need for conformity. Charlotte Christian students are required to dress modestly and neatly, as is appropriate for the particular occasion, and in a manner that is not distracting to the learning environment or that draws undue attention to them. Recognizing that there is no "perfect" appearance code, the following code is set forth but to establish community standards based on the following guiding principles:

Guiding Principles:

- A. Modesty and moderation (1 Timothy 2:9)
Modest, non-extreme dress is an outward sign of self-control.

- B. Neatness and cleanliness (Matthew 25:21)
We are to take care of the possessions the Lord has given us and we are to honor God with our bodies.

- C. Community and conformity (I Corinthians 10:31-33)
There are appropriate clothes for other places that should not be worn at school.

These standards have been chosen out of a desire to provide for a positive learning environment and for consistency of enforcement.

LOWER SCHOOL GUIDELINES

1. Clothing must be clean and in good repair. Clothing with holes, patches, or ragged/frayed ends may not be worn. Ripped or torn jeans with holes (intended or not) are not permitted.
2. Hair must be of modest style, well-kept and neatly groomed. Extreme hairstyles, excessive hair length (below the shoulders) and unnatural hair colors will not be permitted.
3. Shoes must be closed-toed and closed-heeled.
4. Students are permitted to wear **Charlotte Christian apparel any day of the week.**
5. Girls in grades JK-5 may wear dresses and skirts. All dresses, skirts or shorts must be mid-thigh or longer. Please be sure shorts are always worn under dresses and skirts. Girls' shirts must have straps measuring two inches. No strapless tops, shirts with spaghetti straps, halter tops or tube tops may be worn.
6. **Boys in grades JK-5 may wear collared shirts or a CCS T-shirt.**
7. **Students in grades JK-5 may wear athletic shorts mid-thigh or longer.**
8. No lounge or pajama wear.
9. Jeans, khaki-type slacks, dress pants and capris are approved.
10. Hats, sweatshirt hoods, **bandanas, headphones/earpods** or sunglasses are not to be worn in the school buildings during the academic day.
11. The **ONLY** visible pierced jewelry allowed is earrings on girls. Boys may not wear earrings at any time, either to school or to any school event.
12. Permanent and/or temporary tattoos (doodling on arms, legs, etc.) must not be visible.
13. There may be special costume days when the appearance code is modified with teacher/administrator approval.

MIDDLE & UPPER SCHOOL GUIDELINES

Pants, Shorts or Skirts

1. Hemlines may not be shorter than **four inches above the top of the knee.**
2. Clothing must be clean and in good repair. Clothing with holes, patches, or ragged/frayed ends may not be worn. Ripped or torn jeans with holes (intended or not) are not appropriate.
3. Leggings and yoga pants are not permitted.
4. **Sweatpants, athletic pants/shorts or joggers made of sweatpant material are not permitted.**

Shirts

1. Female shirts must have straps measuring at least two inches. Strapless, one shoulder, spaghetti strap or racer back tops are not permitted.
2. Female shirts may not be plunging or revealing at the neckline. Shirts, **sweatshirts and sweaters** with large necklines that prevent the shirt from staying up on both shoulders at all times may not be worn. Female shirts with loose fitting armholes, sheer or lace fabric or cropped shirts must have a traditional two inch strap tank top or appearance code approved shirt underneath.
3. Female undergarments (including bralettes, sports bras) must not be visible under any shirt or dress.
4. Female shirts must consistently cover the midsection while standing in a normal posture.
5. Males may wear collared polos or golf shirts, button-down dress shirts, henley shirts or pullovers with a quarter zip.
6. **Charlotte Christian T-shirts and sweatshirts are permitted any day of the week.**
7. **On Fridays, T-shirts with college, professional team, or athletic insignia are permitted in addition to CCS T-shirts. Any writing is limited to the team name/logo or athletic brand/logo. Windy Gap T-shirts are permitted on Fridays.**

Athletic/P.E. Attire

1. P.E. attire must not be worn in classrooms or common areas during the school day (including in the dining hall and during Senior Flex).
2. All male and female shorts must have at least a three inch inseam. This includes athletic shorts worn during Windy Gap, field trips or other co-curricular activities.
3. T-shirts may not be altered, cut, twisted or manipulated to expose unnecessary skin on the torso, back or chest area.
4. Athletic teams may choose to wear dress code appropriate clothing from their spirit pack on Fridays. The entire team must wear the same attire and the outfit must be approved by administration prior to the day it is worn.
5. During school hours, co-curricular activities and athletic events, student-athletes are expected to keep a shirt on at all times. Notable exceptions would be water activities for athletics.

General

1. Hair must be of modest style, well-kept and neatly groomed. Extreme hairstyles/color/ length will not be permitted.
2. Facial hair on young men is allowed but must be neatly groomed.
3. Hats, sweatshirt hoods, **bandanas**, headphones/earpods or sunglasses are not to be worn in the school buildings during the academic day.
4. The only visible pierced jewelry allowed is earrings on girls. Boys must not wear earrings to school or to any school event. Students with additional piercings (for example: nose, lip or eyebrow piercings) will be required to remove their jewelry when they arrive at school or put in an invisible spacer during the school day.
5. Tattoos, whether permanent or temporary, or doodling on the skin must not be visible.
6. Shoes must be worn at all times, both indoors and outdoors. Athletic slides, slippers and rubber flip-flops are not permitted.

Special Occasion Guidelines

On certain days such as awards, ceremonies, chapels and other announced occasions, students will be expected to dress in a more formal fashion:

1. Females and males may wear dress pants or dress jeans (no rips or holes; no shorts).
2. Females may wear dresses and skirts that meet the four-inch from the top of the knee standard. We ask that if females cannot find a skirt/dress that meets the length requirement, please wear dress pants.
3. Males must wear a collared shirt or a shirt and tie.
4. Females and males may not wear athletic slides, flip flops or pool shoes.

APPEARANCE CODE ENFORCEMENT

We encourage parental direction and support since the burden of supervision rests with the parents. The appearance code is a set of guidelines, which parents are called to support and students are called to adhere. However, the final decision about the appropriateness of clothing or appearance for school rests with school administration - regardless of whether it is specifically addressed in the appearance code. It is the school's desire to be as consistent as possible in the enforcement of the school appearance code. However, it should be noted that the guidelines do not change because a student was not cited when wearing inappropriate school attire.

ASSEMBLIES

Assemblies are designed to help us understand, appreciate, celebrate and enjoy life together within school. To this end, various co-curricular assemblies are planned throughout the year related to academics, athletics, fine arts, and other school related activities.

CHAPELS

Students are encouraged to approach chapel as worship and devotional time during which they may learn about God in a different context from the classroom. Students are encouraged to bring their Bibles to chapel. The format and presentation of chapels will vary occasionally, but mature, respectful, and appropriate behavior is always expected. Inattentive behavior (sleeping or giving the

appearance of sleeping or not paying attention, etc.), disrespectful behavior (studying, eating, or drinking, etc.), or disruptive behavior (talking, text messaging, use of cell phone, iPads, Macbooks or distracting others) is unacceptable. Every speaker or group, as a guest of Charlotte Christian, deserves our respectful attention. Repeated violations will be considered to be an act of defiance and will be disciplined appropriately.

BULLYING POLICY

Charlotte Christian School does not accept bullying behavior by its students or any member of the school community. Bullying behavior will often consist of habitual, targeted, and premeditated actions. The victim(s) will have reasonable fear of harm to his or her person and/or damage to his or her property. Bullying includes, but is not limited to:

- Verbal Bullying - using words to exert power or control over another student including demeaning or degrading a peer's existence
- Physical Bullying - using physical force to hurt, control or intimidate a peer and causes physical harm
- Social/Emotional Bullying - attacking a peer's self-esteem, self-image, or social standing often through body language, expressions, or group rejection and causes mental harm
- Cyberbullying - using technology (email, texts, social network sites, etc.) to harass, defame, threaten or humiliate a peer.

It is important for parents and students to recognize that all instances of teasing or name-calling is not necessarily bullying. Typically, bullying behavior occurs across social peer groups while students within the same peer group will often tease or joke with one another. Bullying behavior, as determined by the school's administration, will result in the following:

Lower School

First Incident - immediate removal from the situation, loss of privilege as determined by the administration and parent notification

Second Incident - immediate removal from the situation and one day suspension

Third Incident - immediate removal from the situation and school, multi-day suspension and expulsion review

Note: The school administration reserves the right to accelerate the consequences if actions warrant.

Middle and Upper School

Incidents in the middle and upper school will be referred to the respective division discipline committee.

HAZING POLICY

Charlotte Christian School and the athletic department do not condone or accept any form of hazing by its students or by any member of the school community.

Hazing is defined as any activity or attitude that breaches reasonable standards of mutual respect and expects a certain member or members of a team or group (both formal and informal) to endure ridicule, and/or embarrassing or humiliating tactics.

Examples include, but are not limited to,

- Requirement of a member(s) of a group to perform duties not expected of other members
- Deprivation of privileges granted to other members of a group
- Isolation of a certain member or members socially
- Requirement of a certain member or members of a group to have knowledge not expected of other members

If the administration is made aware of any form of hazing, the team and/or group in question will be suspended while an investigation is pursued. The team or group may be required to forfeit games, events, and/or their entire season. Individuals who participate in the hazing will be subject to the discipline committee of the appropriate school division.

Please note that the school's administration reserves the right to define and/or determine what constitutes hazing in regards to Charlotte Christian students.

CAMPUS SECURITY

Between the hours of 8:15 a.m. - 2:15 p.m., entrance B, by the administration building, is the only entrance by which traffic may enter and leave the campus. All other entrances will be closed.

Car decals are issued to every Charlotte Christian family. These decals should be placed on the inside windshield, in the lower right-hand corner on the passenger side of your car. Anyone not having this decal may be stopped by security. Charlotte Mecklenburg Police officers will be on campus daily from 7 a.m. until 5 p.m. In the evenings, uniformed security guards will be on campus and will also be on duty for special events. There are security cameras throughout the entire campus.

COLLEGE NOTIFICATION OF SUSPENSION

It is Charlotte Christian School policy not to report student disciplinary infractions. During the college application process, the school does expect and advise students to self-disclose disciplinary infractions that resulted in out of school suspension occurring while in grades 9 - 12.

COMPUTERS (See ELECTRONICS)

COOPERATION WITH LAW ENFORCEMENT OFFICIALS

It is the policy of Charlotte Christian School to cooperate fully with law enforcement officials of our state, county and city governments. We are required by law to report suspected physical or sexual abuse and truancy violations to the appropriate government agency.

10 COMMON CHARLOTTE CHRISTIAN COURTESY EXPECTATIONS AND RESPONSIBILITIES

- Address adults with their proper titles (i.e. Mr., Mrs., Dr., Coach).
- Honor all campus authorities including (but not limited to) administrative assistants, maintenance staff, dining hall staff, substitute teachers etc.
- Greet visitors with courtesy and graciousness.
- Yield to others (particularly ladies and adults) in courteous preference.
- Say "please" and "thank you."
- Listen attentively while maintaining eye contact with others.
- Respect and honor others' right to learn without disruption (i.e. arrive to class on time, quiet in hallways, turn off cell phones).
- Remain seated in a class (even after the dismissal bell rings) until excused by the teacher.
- Maintain a clean learning environment by not eating/drinking in halls or locker commons (classroom only with teacher permission).
- Evidence thoughtful consideration of others by cleaning up after yourself.

DANCE/SOCIAL EVENTS (GRADES 9-12)

At Charlotte Christian School, numerous events are held to foster the intellectual, spiritual and social development of students. These events include: homecoming, prom, Knights Out, class parties, class/organization projects, etc. The date, time, and location of each event is scheduled by the sponsoring group and approved by the school administration.

All school dances will be carefully coordinated and supervised by the upper school administration, including: selection of the theme, DJ, music, activities and attire. Students attending school sponsored dances will not be permitted to leave the event until 30 minutes prior to the end of the event. Students attending prom must attend school the day of the event until the end of 2nd period. Students who leave prior to that time will earn an unexcused absence for the classes missed unless they receive prior approval from administration.

All students and their guests (when guests are permitted) attending social functions are expected to abide by all Charlotte Christian standards whether the event is held on or off campus. Students who have been dismissed from Charlotte Christian or are being disciplined by school rules, are not permitted to attend any Charlotte Christian social functions.

DISCIPLINE

To guarantee an appropriate social and educational environment, it is important for students to understand that acceptable standards of behavior will be expected at all times. Discipline will be administered when any student's actions interfere with the right of the teacher to teach and students to learn. Students are reminded that any faculty or staff member in the school has the right to correct unruly individuals while on school property or at school activities.

METHODS OF DISCIPLINE (Lower School)

The method of the discipline will depend on the nature and circumstances of the particular offense. Disciplining methods may include but are not limited to such things as:

- Removal from situation
- Office referral
- Parent notification
- Loss of privilege
- In-school suspension
- Out of school suspension
- Dismissal from school

METHODS OF DISCIPLINE (Middle and Upper School)

The method of the discipline will depend on the nature and circumstances of the particular offense. Methods of discipline may include but are not limited to such things as (in general order of increasing severity):

- Removal from situation
- Conversation with student(s)
- Parent notification
- Lunch detention
- Before or after-school detention (Tuesday/Thursday for MS)
- Office referral
- Saturday school (US only)
- Community Service
- Loss of Privilege (Including participation in co-curricular activities)
- In-School Reflection and Guidance (academic work counts 100%)
- In-School Suspension (academic work counts 100% for MS and 75% for US)
- Administration Enforced Absence (academic work counts 100% for MS and US)
- Out-of-School Suspension (academic work counts 100% for MS and 50% for US)
- Dismissal from School

DISCIPLINE COMMUNICATION AND CONFIDENTIALITY

The Charlotte Christian community in general has a vested interest in student issues including major disciplinary decisions. Often, no information or wrong information compounds communication challenges and results in an unsettled school atmosphere; therefore, whenever a specific major disciplinary issue and consequence can be communicated, Charlotte Christian will do so with the highest degree of care, concern and professionalism. There are other times however where the legal concept of “right to know” comes into play. In such situations, principles of professionalism, confidentiality and family rights will supersede the general community’s right/desire to know.

DISCIPLINE COMMITTEES

A standing committee composed of divisional faculty will exist per division to provide counsel to the division principals regarding matters of severe offenses and/or major discipline. The committees will be chaired by the assistant principal in MS and the dean of students in US who will also be responsible for communicating with the parents about the issue. The committee convenes to review the offense and makes a recommendation to the principal as to specific consequences appropriate for the offense. The division principal makes the final determination of the appropriate discipline. If dismissal from school is considered, the Head of School will be the final determiner.

DRONE & UNMANNED AIRCRAFT POLICY

Unmanned or remote control aircraft systems (UAS), including drones, are controlled and regulated by the Federal Aviation Administration (FAA). In light of these regulations and in the interest of the safety and privacy of the Charlotte Christian community, CCS establishes the following policy regarding UAS.

Launching, landing or operating UAS, including drones, is prohibited on and above Charlotte Christian’s campus without written approval from and supervision by Charlotte Christian faculty or staff. UAS use may only be approved for educational or research purposes or for use by an employee for a specified purpose related to their employment. The individual operating the UAS must be able to operate the UAS in a safe and responsible manner. Approved use must comply with all relevant federal, state, and local laws governing UAS and any other relevant CCS policies.

DRUG, ALCOHOL, TOBACCO AND SUBSTANCE ABUSE POLICY

Charlotte Christian School students are not at any time to use, consume, purchase, sell, distribute, have in their possession, or be under the influence of tobacco, nicotine (including vape pens/products), alcohol, illegal drugs, controlled substances (including prescribed medications), or other counterfeit substances. The school reserves the right to search students and their belongings for contraband at school and at school-sponsored events. Additionally any student who chooses to remain in the company of another person violating this policy may also be considered in violation of the policy unless he/she is evidenced to be clearly intervening to prevent the problem, help the person or to seek adult assistance.

Disciplinary Consequences

The school administration will seek to investigate and substantiate any alleged violations. If the student is found to be in violation of this policy, the student’s parents will be notified of the charge and the matter will be referred to the Discipline Committee. The Discipline Committee will consider the following: 1) Was the incident at school or during a school sponsored activity? 2) Was the student forthright and honest or did he/she further violate the school’s Honor Code by lying? and 3) Has the student had previous Honor Code violations? After consideration, the Discipline Committee will present to the principal a recommendation of one of the following:

1. Dismissal from school
2. Probation which includes:
 - A period of suspension from school and school-related activities (i.e. fine arts, athletics, co-curricular activities, and leadership roles). *Note: The student will forfeit any right to reimbursement for said missed activity.*
 - The student will be placed on a behavioral contract which will require an initial drug assessment by a professional

counselor and periodic drug testing as determined by the school. *Note: The expense of the assessment and testing will be the responsibility of the student's family.*

Important Note: Any student who is concerned about his/her own involvement with drugs or alcohol or that of another student or friend, can seek help or counsel in pursuit of treatment at any time from a school counselor, teacher, coach, or administrator without fear of major disciplinary consequences.

Parental Support

Parents are the primary authority in protecting their children from drug, alcohol and substance abuse. Charlotte Christian expects parents to fully support the school's drug, alcohol and substance abuse policy as well as to understand and uphold state law which holds adults responsible for underage drinking and substance abuse.

TECHNOLOGY (GRADES JK-12)

[CLICK HERE](#) to access the 2021-22 Responsible Use Policy

STUDENT PERMISSION FOR ELECTRONIC USE

All electronic equipment including computers, iPads, Kindles, iPods, smartphones, etc. may only be used with teacher/school permission. Under no circumstances may a student record a lecture or class meeting without the oral permission of the teacher. All equipment should be labeled to identify the owner, and each student takes full responsibility for the use of care and possible loss of their electronic device. (see also *Phones*)

Violation of Computer and Internet Use Policy

Charlotte Christian School offers access to the school's network for students, teachers, and staff. Use of the school's network resources is a privilege, not a right, and inappropriate use will result in cancellation of the privilege for individuals involved. The school uses internet content filtering software in an effort to restrict student access to inappropriate material. While this software may not perfectly prevent access to all objectionable material, we believe the value of internet resources for our students outweighs the possibility that they may encounter material that is inconsistent with our educational goals.

Additionally, students enrolled at Charlotte Christian School are expected to uphold the standards of the Honor Code on a 24 hour, 7 days a week basis. When students are not in school or involved with a school-sponsored activity, Charlotte Christian School relies primarily on parental and civil authorities for the enforcement of such standards. All the good conduct that is expected of students while on the school premises is also expected while engaging in online social networking websites such as Facebook, Twitter, Pinterest, Instagram, Snapchat, TikTok, etc. Students are free to exchange ideas and comments but should remember that any identification linking them to Charlotte Christian School reflects upon the school and its employees. Therefore failure to abide by the Christian rules of good conduct may result in school disciplinary action.

Student Use of Social Media

First and foremost, students are encouraged to always exercise the utmost caution when participating in any form of social media or online communications, both within the Charlotte Christian community and beyond. Students who participate in online interactions must remember that their posts reflect on the entire Charlotte Christian community and, as such, are subject to the same behavioral standards and consequences set forth in the Honor Code.

In addition to the regulations found in the Honor Code, students are expected to abide by the following:

- To protect the privacy of Charlotte Christian students and employees, students may not, under any circumstances, create digital video recordings of Charlotte Christian community members either on campus or at off-campus Charlotte Christian events for online publication or distribution (except for approved Knights News broadcasts).

- Students may not use social media sites to publish disparaging or harassing remarks about Charlotte Christian community members, athletic or academic contest rivals, etc.
- Students may not use social media to communicate any type of threat (perceived or actual) toward a Charlotte Christian community member or the school in general. Students may not impersonate a teacher, classmate, student or school official in the creation or use of any social media account.
- Students who choose to post editorial content to websites or other forms of online media must ensure that their submission does not reflect poorly upon the school.
- Students are not allowed to impersonate an official school social media site that would cause confusion that it is a school-sponsored account.

Failure to abide by this policy, as with other policies at Charlotte Christian, may result in disciplinary action as described in the Family Handbook, or as determined by the administration.

EXTENDED DAY PROGRAM

Lower School

The Charlotte Christian School Extended Day Program provides care beyond the regular school day for students in JK-grade 5. Through organized activities and supervised free time, the Extended Day program is designed to enrich the intellectual, spiritual, social and physical development of students. Classroom space, computers and outdoor play facilities are available to children for homework, play and various other extracurricular activities. Special field trips on teacher work days and early dismissal days also contribute to making the Extended Day program a valuable opportunity for our students and their families.

To access the Extended Day brochure and pricing information, [CLICK HERE](#).

Middle School

In an effort to increase after-school accountability and safety for our middle school students, we have created a middle school Extended Day option for families during regular school days. Our expectation for students remaining on campus after the academic day (later than 3:15 p.m.), is to be in one of the following three places: a supervised activity (sport, club, or tutoring), working with a teacher or enrolled in Extended Day. In Extended Day, our students will be in a supervised space where they can complete homework and engage with friends. Contact the middle school office with any questions.

FOOD SERVICE

Charlotte Christian partners with Flik Dining Services to provide a healthy lunch for each student. The cost of lunch is included in tuition. For children in junior kindergarten and kindergarten, parents will receive a menu and will have the opportunity to choose their child's lunch in advance. Lunch choices include a hot meal or a bag sandwich lunch. JK and K meals are delivered to the Early Education Multipurpose Room and students will eat there.

Students in grades 1-12 will eat in the Flenniken Dining Hall and will have access to Flik's numerous daily offerings including, but not limited to, two hot entrees, salad bar, deli bar, and fresh soups. Students will be able to choose from the many healthy options available each day. Students who prefer may also bring a bagged lunch from home.

The Flik menus may be viewed on-line by logging on to the school website at www.charlottechristian.com, log on to the parent portal, then click on Dining Hall. Parents are invited to join students for lunch. Call or email the school office the morning of your visit so proper planning can be made. Parents should obtain a visitor's badge from the school office upon arrival on campus.

Food Allergy Concerns

Charlotte Christian is committed to providing a safe environment for all students. Our campus participates in an **Allergy Smart Awareness Program** which provides food allergy awareness in the classrooms and to all faculty and staff who have direct contact with students who are at risk for an allergic reaction. If your child has a food allergy, please contact Mrs. Caitlin Marsh, RN in our Health Room and schedule a time to visit with her over the summer regarding your child's specific food allergy needs and concerns. She can be reached at caitlin.marsh@charchrist.com or (704) 366-5657, ext. 2155. Please also communicate any allergy concerns to your child's classroom teacher and principal and any co-curricular program director (Extended Day, athletics, fine arts, etc.) that your child may be involved with during the year. The Flik dining team is also available to meet with each family who has concerns about food allergies. Chef David Langenstein can be reached at david.langenstein@charchrist.com.

Flik is a "Nut Aware" Dining Hall

Allergy information for each food item served in the Dining Hall will be available and posted at each food station. Charlotte Christian is also a "nut aware" campus which means that nuts will not be used in the preparation of foods in the dining hall.

Dining Hall: Prepay Account

Breakfast and snack options are also available for students who wish to purchase them. Breakfast will be point of purchase and will consist of healthy options designed to fuel the students for the day. Middle and upper school students may choose to purchase snacks during their mid-morning breaks. An array of healthy and nutritious snacks is also available in the afternoon from 3:30-4 p.m. Students may purchase these snacks using their dining account. Information about setting up a new account can be found at the mySchoolBucks link below or you can do so in person in the Dining Hall at the beginning of school.

mySchoolBucks

mySchoolBucks is an easy online way to pay for your children's breakfast and snacks. The mySchoolBucks system allows parents the opportunity to set up a new account, check their child's purchase history, account balance, and add money to their account. While there is no fee for setting up the account, mySchoolBucks charges a \$2.50 convenience fee for adding money through this online service. There is never a fee for simply checking your student's balance or an on-line participation report. mySchoolBucks is located on the school website under the parent portal. Click on the Dining Hall link to access menus and to add money to your child's account.

You can add money to your child's account in four ways:

- Pay online by credit card through the mySchoolBucks online account.
- Mail or drop off your check at the front desk for delivery into the Flik mailbox.
- Send in a check with your student to his/her teacher.
- Send in a check to a Flik cashier in the Dining Hall. Credit cards may be used online but not at the dining hall.

HALLOWEEN

Because the celebration of Halloween may cause offense to some families, it is the policy of the school to avoid any decorations, snacks, costumes or events related to Halloween.

HANDHELD DEVICES (i.e. FIDGET SPINNERS)

Fidget spinners as well as other handheld devices are not allowed in classrooms unless a student has received permission through the academic services office. If the device is allowed as an accommodation and becomes a distraction to instruction, it will be confiscated immediately.

HONOR CODE (GRADES JK-12)

It is desired that Charlotte Christian School be a place where God's glory is promoted and protected, and genuine learning and growing takes place in the lives of students. In order to help provide for such, the following Honor Code and General Student Behavioral Standards have been established.

When a student violates the honor code and its expectations, the school will enforce fair discipline. The school will:

1. Attempt to balance a commitment to God's uncompromising righteousness (I Peter 1:16) with God's unconditional love (Exodus 34:6).
2. Attempt to be consistent, not showing favoritism to persons (James 2:1-9; Proverbs 17:15), while also being flexible and drilling down carefully to understand the specifics of a situation (Proverbs 25:2b).
3. Take into account concern for individuals (Psalm 139:13-16) as well as the collective good (Proverbs 21:11; I Samuel 12:13-14; Philippians 2:4).
4. Honor students as image-bearers with the autonomy to make choices (Proverbs 4:23-27; Romans 14:12; Genesis 1:27; Hebrews 12) rather than mere irresponsible victims of circumstances (Deuteronomy 24:16).
5. Seek repentance (II Corinthians 7:10) and restoration (Galatians 6:1-3; II Corinthians 2:6-8), rather than mere retribution (Romans 12:19).

Each member of the Charlotte Christian community is responsible for demonstrating respect for God, people, and property, as well as honesty, moral purity, and submission to authority. The Honor Code's call for respect will be defined by the following:

I. RESPECT FOR GOD

Charlotte Christian School expects its students to show respect for God in both words and actions. God, being the sole, infinite, personal (triune), transcendent, immanent, omniscient, omnipotent, sovereign, righteous, good CREATOR, is deserving of such. Genuine "questioning and wrestling" with God, is a normal part of personalizing and growing in the Christian faith, but needs to be done appropriately and in the pursuit of truth (Exodus 20 Commandments 1- 4; Matthew 22:37; Isaiah 40:18-31; Romans 1:18-23; Genesis 32:24-30; 2 Timothy 3:14-15).

We are called to love God with all our heart, soul, mind and strength (Matthew 22:37). Each of the following is in some way a breach of this great commandment. Although every offense could be considered to fall under the category, the major violations under this category of respect are:

A. Disdain for God, His Word or His virtues

While tolerant of both genuine questioning and preferences as to personal taste, expressions evidencing mockery and contempt will not be tolerated. Examples are:

- Putting down someone's stated spiritual commitments
- Ridiculing others' expressions of worship through exaggeration or insincerity
- Taking God's name in vain

B. Defiance of authority (either overtly or passively) - the failure to honor authority through words or actions.

The Bible stresses the importance of submitting to God ordained authorities such as parents, government, church or school. Human beings do not naturally find this easy to do and young people who are legitimately establishing their own identities, often find this even more difficult (2 Timothy 3:2). God, however, promises blessing to those who learn to do so (Exodus 20 Commandment 5; Ephesians 6:1, 1 Peter 2:13-15; Luke 2:52). Examples are:

- Failure to heed an authority's instruction
- Arguing or continuing a discussion when instructed to stop
- Failure to honor appropriate chain of appeal
- Underage drinking
- Use of illegal substances

- Threat to injure or harm (through action or words) a member of the faculty or an employee

C. Lying - *the telling of lies; untruthfulness.*

Jesus, as The Truth (John 14:6), expects us to always be truthful or represent things as they actually are, in contrast to Satan who is the father of lies (John 8:44-45). Therefore, lying, or the act of making a statement with the intent to deceive in any form is not tolerated (Exodus 20 Commandment 9; Ephesians 4:25; Matthew 5:33-37). Examples are:

- Telling an untruth or not telling the whole truth
- Denying guilt when guilty
- Changing a grade
- Forging a parent's signature

D. Cheating

The act of gaining, attempting or assisting another to gain an unfair advantage; the act of receiving or giving information for a dishonest purpose. Cheating is another form of lying or false representation. Examples are:

- Copying another person's work (tests, quizzes, labs, homework, etc.) or allowing someone to copy your work
- Asking for or giving questions and/or answers to tests or quizzes
- Getting unauthorized information from books or notes during a test or quiz
- Plagiarism (see below)

E. Plagiarism

Students plagiarize when they fail properly to attribute the ideas or words of another, when they present someone else's words or ideas as their own, or when they re-submit their own work for a different assignment. Examples are:

- citing the wrong page number or wrong source
- factual errors that are falsely attributed to a source
- copying a source without marking the quotation or citing the source
- paraphrasing without documentation
- resubmitting one's own past work for different purpose (Self-plagiarism)

II. RESPECT FOR PEOPLE

All people bear the image of God (Genesis 1:26-27) and are therefore worthy of dignity and respect. Interactions with people should be marked by love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control. Conduct, whether intentional or unintentional, that subjects another person to unwanted attention, comments or actions because of race, national origin, age, gender, physical characteristics or disability or robs the person of dignity and the right to learn, is not tolerated (Exodus 20 Commandment 6, Matthew 22:39; Matthew 7:12; Col 3:12-14).

A. The use of vulgar, crass, or unwholesome language, or expression either verbally or in writing including email, social media, etc. (Ephesians 4:29)

B. Publicly making personally disparaging remarks about another person either verbally or in writing including e-mail, social media, etc. (Proverbs 18:21)

- Gossip – Casual or unconstrained conversation or reports about another
- A malicious, false, defamatory statement regarding another

C. Harassment - To create an unpleasant or hostile situation for someone especially by uninvited and unwelcome verbal or physical conduct (Merriam Webster's). Harassment includes, but is not limited to:

Physical, emotional, or verbal abuse or bullying or being habitually cruel, overbearing, or generally relationally aggressive through force; either physical force or force of words. Examples are:

- Bullying in person, either individually or in a group.

- Bullying via the internet (i.e. Facebook) or texting, etc.
- Fighting

Sexual harassment - Unwelcome sexual advances either physically or verbally made toward another.

Examples are:

- Use of vulgar language or innuendos
- Inappropriate touching and/or exposure
- Gender degrading comments

Hazing - Hazing is any activity or attitude that breaches reasonable standards of mutual respect, and expects new members of a group (both formal and informal) to endure ridicule, and/or embarrassing or humiliating tactics. Examples include:

- Requirement of new members of a group to perform duties not expected of other members
- Deprivation of privileges granted to other members of a group
- Socially isolating new members
- Requirement of new members of a group to have knowledge not expected of other members

D. Sexual Immorality - Sexual behavior that defies or falls short of God's standard of loving, physical expression in a marital relationship between a man and a woman (Exodus 20 Commandment 7; Matthew 5:27-30; Hebrews 13:4; Matthew 19; 4-6, Romans 1:26, 27). Though continually bombarded from the world by permissive attitudes towards sexual immorality, the Bible clearly reveals that sexual immorality is to be avoided (1 Corinthians 6:9, 10; 1 Thessalonians 4:3). Sexual immorality is so damaging to individuals, others, and God's glory, that the Bible states that we are to flee from it, as well as from arousing desires in others that cannot be righteously fulfilled (1 Corinthians 6:18). Therefore any such activity is not permitted. Examples include but are not limited to:

- Pornography
- Any form of sexual intimacy outside of marriage
- Posting sexually explicit pictures of self or another person
- Sexting

E. Open Displays Of Affection By Couples At School Or School Activities

While the school encourages group social activities rather than one-on-one dating relationships, the school recognizes that dating is a normal part of adolescent development. However, public displays of affection are inappropriate and unacceptable on campus. Examples include but are not limited to:

- Hand-holding
- Kissing
- Hugging
- Sitting on laps

F. Bringing Or Possessing A Weapon* To Campus or Any School Sponsored Activity or Event.

*An instrument designed for the purpose of inflicting bodily harm. Examples include but are not limited to:

- Bringing, possessing, or brandishing a firearm
- Bringing, possessing or brandishing any blade or knife
- Brandishing a taser or similar electronic immobilizer

G. Racism

Prejudice or discrimination based on race. Examples include but are not limited to:

- Racial jokes
- Racial slurs or racist behavior
- Belittling or dishonoring comments based on race or ethnicity

- Exclusion or inclusion of people based on race or ethnicity

H. Communicating Threats - threatening to attack or harm an individual or the school through any medium, including threats made in person, through another person, in writing, or by any digital communication or social media.

III. RESPECT FOR PROPERTY

God, as the owner of all things (Psalm 24:1), established the right of private property, both physical and intellectual. Respect for property is shown by taking care of others property that has been entrusted to us as well as not taking that which belongs to another, including ideas. Therefore using the property or the ideas and creativity of others without permission is considered stealing and is not tolerated (Exodus 20 Commandment 8; Ephesians 4:28).

Many problems in life result from people focusing on what they do not have, rather than gratefully acknowledging and appreciating God's generous provision of what they do have, and focusing on being good stewards over that which they have been entrusted. Being a grateful steward, as a Charlotte Christian student, means developing one's mind, body, gifts and talents to the fullest capacity in service to God and others (Exodus 20 Commandment 10; Ephesians 2:10; 1 Corinthians 10:31; Colossians 3:17; Matthew 22:37; 25:21; Mark 10:45; 1 Corinthians 6:19-20).

Students are to reflect the above expectations in both words and deeds. It is recognized however, that in living up to such expectations, students are not going to be perfect. It is expected though, that students will evidence a teachable spirit and **the willingness to learn and grow**. Therefore, **incorrigibility** (being impervious to correction or improvement), will not be tolerated. This does not mean that students must always accept direction or guidance without input or appeal; however, **appealing to authority** should always be done courteously and appropriately (Daniel 1:8-13; Nehemiah 1:4-11).

A specific way we show love for our neighbor is by showing respect for their property. Each of the following is a breach of the second great commandment.

A. Careless Use Or Damage To Others' Property

Examples are:

- Vandalism – See below
- Failure to clean up after yourself

B. Stealing *The unauthorized possession or use of another's property.* Examples are:

- Plagiarism (see above)
- Removing books, lunches, etc. out of others' lockers, book bags, or desk
- Taking items from "Lost and Found" that do not belong to you
- Taking food/drink from the dining hall line without paying or sharing "all you can eat" items purchased with someone who didn't purchase them

C. Vandalism - The willful destruction, defacement, or displacement of the property of the school or others, material or intellectual, is prohibited. Acts of vandalism include, but are not limited to: defacing property with graffiti, displacing or rearranging school furniture and materials as part of student prank (see Senior Prank note below); destroying building materials or landscaping; unauthorized joy riding in school vehicles, tampering with building maintenance, information, or monitoring systems; or the computer network, programs, or systems. Dismissal from school may result from any single occurrence.

Senior Pranks

Senior Pranks are not authorized school activities. Any student who is found to have participated in any such activity resulting in vandalism (as described above), loss of teacher/student instructional time, or utilization of school maintenance time and resources will receive appropriate discipline potentially including the loss of privilege to participate in Senior Baccalaureate and/or Commencement activities.

HONOR CODE – 24 HOURS, 7 DAYS, 365 DAYS/YEAR EXPECTATIONS

Students enrolled at Charlotte Christian School are expected to uphold the standards of the Honor Code on a 24 hour, 7 days a week basis. When students are not in school or involved with a school-sponsored activity, Charlotte Christian School relies primarily on parental and civil authorities for the enforcement of such standards. It should be clearly understood, however, that Charlotte Christian School reserves the right to investigate all potential student disciplinary issues regardless of whether the actions occurred on or off campus, after school hours, or during recess/holiday breaks. When student wrongdoing is substantiated and it is determined by the school that such wrongdoing has harmed the school's reputation in the community or disrupted the school's learning environment, the school reserves the right to apply disciplinary consequences as deemed appropriate. Such disciplinary consequences may include suspension or expulsion from school, or the suspension or removal of student leaders or student-athletes from their privileged roles.

GRADUATION PARTICIPATION EXPECTATIONS:

Students are expected to attend eight semesters of high school, complete all applicable graduation requirements, and remain in good standing in order to be eligible to receive a diploma. Students are expected to attend full-time for both semesters of their senior year at Charlotte Christian School in order to graduate. A transfer student's remaining graduation requirements will be determined at the time of admission. Participation in graduation activities is a privilege earned by meeting Charlotte Christian School standards. Only full-time students who have completed all Charlotte Christian School academic requirements (by senior exam days in May) and are considered in good behavioral standing will be allowed to participate in graduation and graduation-related activities. Any requested deviation from this standard must be made in writing to the administration.

Senior/Graduation Activities

- Senior Trip
- Senior Walk
- Senior Picture
- Picture in Composite
- Name in Baccalaureate Program
- Baccalaureate service
- Senior Breakfast
- Senior Breakfast Video
- Baccalaureate/Graduation Slides
- Name in Graduation Program
- Inclusion in Senior Communications Mailer
- Walking at Graduation

LOST & FOUND

Students who have found articles should take them to the lost and found area in their respective division office. Then each Friday the lost and found bins will be placed in front of the former school store for people to search for anything they may have misplaced that week. Personal articles that remain unclaimed after a month will be donated to charity.

MAKE-UP WORK (JK-GRADE 12)

Students will be allowed a reasonable amount of time, as determined by the teacher and his/her department, to make up work missed. It is the student's responsibility to determine what work was missed and to make-up all missed work.

NOTE: A student will not be allowed to make up work after three weeks unless excused by the administration due to extenuating circumstances.

Middle School Make-Up Policy

Late homework and make-up policies are determined by each grade level team and will be posted on Canvas at the start of the school year.

Homework is due on the date specified by the teacher. If a student is absent, whether excused or unexcused, they will be responsible for consulting Canvas and their teacher about any assignments missed. Students with a planned absence must have assignments ready

either prior to the absence or immediately upon return. Unless determined otherwise, students must make up all tests, quizzes, and projects missed due to an absence within one week.

Upper School Make-Up Policy

Students are to check with the teacher in order to make arrangements to make up pre-announced quizzes and tests **the day they return** to school after an absence. If the student attends school **any portion of the day** the test/quiz is given, he must check with the teacher **that same day**.

PETS

Please do not bring a pet to campus without specific approval by administration.

SCHOOL DAY INFORMATION

ARRIVAL ON CAMPUS

Junior Kindergarten/Kindergarten: Teachers will have their rooms open and ready for students by 7:15 a.m. each morning. Students should not arrive prior to 7:15 a.m. The tardy bell rings at 8 a.m.

Grades 1-5: Teachers will have their rooms open and ready for students by 7:15 a.m. Children should not arrive prior to 7:15 a.m. and will not be the responsibility of the school. They will be taken to their rooms at 7:15 a.m. and should enter rooms quietly, take care of their books and materials, and begin to work quietly at their seats. Classes begin at 7:45 a.m. Students arriving after 7:45 a.m. will be counted tardy, and should report directly to the lower school office to receive an admit slip to their classroom. Parents will be alerted if a tardiness problem develops.

Grade 3 Mrs. Bobe's Class: Students in Ms. Bobe's class may be dropped off starting at 7:15 a.m. when the Early Education Building opens.

Grades 6-12: The middle school hallways open at 7:15 a.m., and classes begin at 7:50 a.m. for middle school students. Middle school students arriving after 7:50 a.m. should report to their school office for an admit slip and must be signed in by a parent or guardian. The upper school hallways open at 7:15 a.m., and classes begin at 8:15 a.m. for upper school students. Upper school students arriving after 8:15 a.m. should report to their school office for an admit slip.

LEAVING CAMPUS DURING SCHOOL DAY (JK-GRADE 12)

Lower and Middle School – parents must come to the office to sign students out.

Upper School - Upper school students may sign themselves out provided parent notification has been received in advance via email or phone.

NOTE:

- Seniors may leave campus during 4th period senior flex with prior permission from administration and parents.
- Students who leave campus, without parent and school approval, will receive appropriate discipline.

STUDENT FUNDRAISING

Fundraising activities at Charlotte Christian are linked to major projects. All fundraising efforts must be approved by the appropriate principal and Ms. Sara Blakeney, director of development. **NOTE: All T-shirt logos, messages and sales must be PRE-APPROVED by school leadership and the business office.**

STUDENT LEADERSHIP

The upper school student leadership known as the Prefect Leadership Board is composed of eight members of the senior class who love their school and are committed to giving of their time, energy, experience and abilities in service to make Charlotte Christian a better place. Through their interactions and involvements with others, and their work with committees specifically, they work to build others up

and lead by example. Prefects are selected by a panel composed of: current student leaders; faculty as determined by a vote of the junior class; and CCS administration - based upon: a) A formal application including an essay and video; and b) An interview with the Prefect Selection Panel. The Prefect Leadership Board consists of: Head Prefect, Spiritual Life Prefect, Admissions Prefect, Academic Prefect, Athletic Prefect, Global Awareness Prefect, Fine Arts Prefect and Student Events Prefect.

Middle school student leadership consists of students in grades 7 and 8 who show interest in leading their grade level peers. They are invited to sign up for the leadership course and/or the leadership club.

STUDENT WITHDRAWAL/DISMISSALS

When a student is withdrawing from Charlotte Christian School, a parent must send a written notice to the appropriate principal. School records will be released after Charlotte Christian receives the written notice and parents have met all financial and other obligations. A student must return all books, technology devices, and other materials belonging to the school before he/she can be officially withdrawn.

A student may be dismissed from school for disciplinary reasons. See DISCIPLINE and GENERAL INFORMATION section. When a student is DISMISSED from Charlotte Christian School, he/she forfeits the right to participate in school activities and to be on campus.

PHONES (JK-GRADE 12)

There is a landline phone available for student use in each school office.

While the School acknowledges that many parents provide their children with cell phones as safety measures and facilitators of communication, these devices are disruptive to the academic routine and therefore their use on campus is limited to the following:

Lower School - Cell phones are not allowed during the school day and should not be seen; nor any device that is capable of texting, emailing or calling. Students cannot use smart devices during the school day for anything other than telling time. There should be no messaging or gaming that takes place and distracts students from the learning environment.

Middle School - Cell phones nor any device capable of communication are not allowed during the school day without faculty permission. This includes use during carpool. Devices should be turned off and remain in students' backpacks at all times. Note: There will be no distinction as to use based on mode of operation (e.g. telephone, camera, clock, text message, etc.) Unauthorized use of a device results in confiscation until the end of the day, and may incur other penalties based on a minimum fee of \$5 (repeated offenses will increase the consequence and the fee).

Upper School - Students' telephones are not to be used during instructional time unless given permission by the teacher. It is suggested that phones be locked in vehicles or lockers, or left in book bags for use only during break, lunchtime or before or after school. Note: There will be no distinction as to use based on mode of operation (e.g. telephone, camera, clock, text message, etc.) Unauthorized use of cell phone results in confiscation of the phone until the end of the day, and a minimum fee of \$5 (repeated offenses will increase the consequence and the fee).

TEXTBOOKS

Basic textbooks are on loan to students for use during the year. Students must take proper care of books in their possession. Teachers assess the condition of books prior to distribution so damage may be evaluated upon their return. Students will be charged the replacement or repair cost for lost or damaged books.

UPPER SCHOOL DRIVING/PARKING

Students are issued parking permits and assigned parking areas (seniors and juniors have priority). Students who drive to school must complete a parking form (available in the upper school office in early August) and turn in the completed form with the \$10 fee to the upper school office. Repeated violations could result in a loss of parking privileges.

Students may lose driving privileges for the following reasons:

1. Failure to obtain or display parking sticker.
2. Parking in spots other than designated locations.
3. Discourteous or unsafe driving (i.e. speeding, horseplay, or using cell phones while driving on campus, playing excessively loud music.) This applies on campus and driving to and from campus.

VISITORS

Student visitors must receive prior permission from the division administration to be on campus and be in proper attire. Visitors must report to the Hendrick Center for Arts and Science, sign in, and receive a visitor's name badge.

ZERO TOLERANCE POLICY

The following offenses are viewed as so serious a breach of character, of the law, or of the general safety that immediate suspension will take place and an expulsion review will proceed. This list of offenses is not all inclusive and school administration may suspend or expel students for similarly serious offenses.

- A. Striking or threatening to harm any Charlotte Christian School volunteer, employee or student.
- B. Possessing and/or using illegal drugs or alcohol on campus or at a school-sponsored event or activity off campus.
- C. The bringing of, or the possession of, a firearm or other weapon either to campus or to any activity, event, or function with which Charlotte Christian School is involved (A weapon is any instrument designed for the purpose of inflicting bodily harm.).

The school administration reserves the right to take legal action as well as expulsion if it deems necessary.

NOTE:

At times, props or replicas may be allowed on campus for educational purposes only. However, all such items must be cleared through school authorities (i.e. principals) prior to bringing such items to school. Failure to do so may result in disciplinary consequences.

Revised as of 5/11/21



Spiritual Life

SPIRITUAL LIFE DIRECTORS

Christina Sachtleben, Lower School Spiritual Life Director	(704) 366-5657, ext. 2180 christina.sachtleben@charchrist.com
Luke Boythe, Middle School Spiritual Life Director	(704) 366-5657, ext. 1125 luke.boythe@charchrist.com
Jeremy Cummings, Upper School Spiritual Life Director	(704) 366-5657, ext. 4002 jeremy.cummings@charchrist.com

INTRODUCTION

Charlotte Christian School offers multiple opportunities for students to regularly engage in activities that are intended to encourage spiritual development. Some of these opportunities are mandatory (i.e. Bible class, chapel, middle school and upper school advisory based small groups, and Knights Service Hours) and some of these opportunities are voluntary (i.e. mission trips).

It is our belief that if a student fully engages their heart, mind, soul, and strength in any or all of these opportunities; then they will experience positive spiritual growth and formation.

Ultimately we realize that spiritual transformation is primarily achieved through a special work of the Holy Spirit. Even still, we believe that a multi-pronged, multi-faceted approach to spiritual formation puts our students in the best position possible to experience such transformation.

BIBLE

The study of the Bible is a required part of the curriculum beginning in junior kindergarten and continuing through grade 12. The goal of the curriculum is for students to “*grow in wisdom, stature and in favor with God*” (Luke 2:40). In the pursuit of wisdom, emphasis is placed on practical application of the Bible, recognizing God calls us to not just be hearers of the Word, but doers as well (James 1:23). However, recognizing that sound application begins with sound interpretation, learning to be a diligent “workman” as one “who correctly handles the word of truth” (II Timothy 2:15) is also stressed.

The English Standard Version (ESV) of the Bible is used in all classes.

CHAPELS

School life, by its nature, is busy and fragmented. With this being the case, the school provides for weekly division gatherings (lower, middle, upper school) for the purpose of corporate **connecting** with **God** and **one another**. As an integral part of our school’s mission, attendance at all chapel-related activities is required.

Students are encouraged to approach chapel as worship and devotional time during which they may learn about God in a different context from the classroom. Students are encouraged to bring Bibles to chapel. The format and presentation of chapels will vary occasionally, but mature, respectful and appropriate behavior is always expected. Disrespectful or disruptive behavior is unacceptable.

Recognizing the organizational purpose of Charlotte Christian as a non-denominational Christian school, the chapel connection times do not serve to replace or replicate families' individual church commitments and involvements. They are designed to provide opportunities for school worship of God and to celebrate His good gifts to us.

Throughout the year, the upper school offers small group sessions called Chapel Choices on chapel days. These sessions are offered around a variety of topics, which allow students to choose the option that best fits their area(s) of gifting and interest.

RETREATS

Windy Gap is a planned, three-day retreat for middle and upper school students. This is a time of spiritual examination, renewal and relationship building. During the week of these retreats, the lower school gathers on campus for Spiritual Life and Meaning (S.L.A.M.) activities and the fourth and fifth grade each spend a day off campus at a team building day retreat.

SPIRITUAL CONFERENCE DAYS, BIBLE STUDY GROUPS, SERVICE DAYS

Charlotte Christian has a continuing commitment to enhance the spiritual growth of its students and faculty. Besides classroom Bible instruction, special times are set aside for additional focused spiritual instruction, worship, and/or service throughout the school year. The upper school participates in a Spiritual Life Conference Day and student-led Bible studies. The middle school also participates in a Spiritual Life Conference day, and has advisory-based Bible studies as well as Bible study groups. During Spiritual Life Conference days in both the middle and upper school, special speakers are invited to campus for a time of focused teaching and discussion, designed to challenge students in their Christian walk in a more thoughtful way.

Service Day opportunities take various forms both on and off campus.

MISSION TRIPS

The upper school offers various mission trip opportunities throughout the year, including during the J-Term session in January. Such opportunities may be local, regional or international.

KNIGHTS SERVICE PROGRAM

At Charlotte Christian School, we are committed to helping our students learn and grow as followers of Jesus Christ. Learning to serve and sacrifice in humility and to develop good work habits will help them grow in character, wisdom and discernment. The purpose of the Charlotte Christian Knights Service Program is as follows:

1. To teach students the joy of selflessly serving others in the name of Jesus Christ.
2. To show the love of Christ to those in need through practical deeds.
3. To obey God's command to spread His love and Good News through word and deed.

Program Goals

1. To offer Charlotte Christian School students an opportunity to make a difference for Christ in their community.
2. To offer students an opportunity to use their God-given talents to help people.
3. To offer students an opportunity to reach out in Christian love by helping an individual or organization.
4. To offer students an opportunity to help in uplifting the Body of Christ through volunteer service to others.
5. To offer students an opportunity to build a positive self-image based on their willingness to extend help to those in need.

SUPERVISION OF PROGRAM

This program is supervised by administrators in the middle and upper school in coordination with the Bible departments. Students in grades 6-12 log their service hours through a program called Mobile Serve. Mobile Serve is an app that provides real-time tracking of service hours and has features for documenting and verifying a student's service work.

POLICIES AND PROCEDURES OF PROGRAM

I. Expectation

1. All students in grades 6-12 are strongly encouraged to complete the following minimum number of Knights Service hours for the 2021-22 school year at Charlotte Christian. The expectation is that students will make every effort to work towards these goals.

Grade 6	5 hours
Grade 7	10 hours
Grade 8	15 hours
Freshman	20 hours
Sophomore	25 hours
Junior	30 hours
Senior	35 hours

2. Bible teachers will monitor student progress using a variety of tools such as, student reflections on their service, running a Mobile Serve report and student conferences. Please check your Bible course syllabus for more details regarding how they will monitor progress towards the goal. Service hour completion will not be linked to a grade for the 2021-22 school year. We understand that students may not be able to fulfill the hour requirement based on COVID-19 limiting opportunities in the community.
3. Students are not limited to the minimum requirement of Knights Service hours per school year. Knights Service hours can be accumulated from grades 6–8 and 9-12.

In grades 6-8 service awards are given to students at year-end recognition programs who have exceeded the minimum requirements of approved service hours. The following levels are:

	Grade 6	Grade 7	Grade 8
Bronze	11-20	21-30	30-39
Silver	21-30	31-40	40-49
Gold	31-40	41-50	51+

At commencement, seniors receive special honor cord recognition based on hours of service completed during their upper school years as follows:

1. 200 hours of Knights Service will receive a bronze cord at his/her senior graduation.
2. 250 hours of Knights Service will receive a silver cord at his/her senior graduation.
3. 300 hours and above of Knights Service hours will receive a gold cord at his/her senior graduation.

NOTE:

To be eligible for such recognition students must meet their yearly minimum requirement. Service hours completed after April 30 will be credited to the upcoming school year if applicable.

II. Agency Selection

1. Each student will be given an opportunity to choose his/her own agency and/or project with prior permission from a school official.
2. Students are responsible for submitting their service hours via the Mobile Serve program in order to receive credit for their hours.

III. Christian Organizations

Because the Knights Service Program's emphasis is on involvement of Christian young people in the local community, we wish to emphasize that although we do want to assist all worthwhile community organizations, a primary goal should be to give assistance to those organizations and outreaches which are part of the church's involvement in the Christian community.

IV. Guidelines for Service Activities

- All service must be completed at a non-profit agency or with a person or persons who have a demonstrated need.
- Services for which a student is paid does not count.
- Participation in service projects related to school clubs and sports does not count.

If there is a question regarding the type of service, please receive approval prior to the activity.

NOTE: Students involved in various school service roles and responsibilities may receive credit for service based on administration approval, in addition to students involved with mission trips.

MISSIONS FUNDRAISING GROUPS

It is not uncommon for students taking part in a mission trip to ask for donations from friends and family to help pay for the trip. When the donation is made to Charlotte Christian on behalf of a student, the money is placed in an account set aside for the student and the donor is given a receipt. Since the donation is tax deductible, Charlotte Christian School can only apply the money towards the specified mission trip or similar charitable activity. If a student raises more money than is necessary for the trip, the school cannot move the money into another "non-charitable" school account, such as the senior trip.

Typically Charlotte Christian upper school students will have the opportunity to engage in one domestic and/or one international mission trip per year. The availability of these trips will largely depend on student interest and the identification of a faculty/staff sponsor; therefore the frequency, destination, and overall size of these trips may vary from year to year.

PARTNERSHIP WITH AREA CHURCHES/PARA-CHURCH ORGANIZATIONS

While Charlotte Christian understands that parents are the ones ultimately responsible for the spiritual instruction of their children, (Deuteronomy 6:6-8; Ephesians 6:4), the school also sees the need for families to be tied into a local church community for mutual support and strengthening (Hebrews 10:24-25). Therefore, the school endeavors to partner with area churches as much as possible. In addition the school partners with various para-church ministries such as Young life, Fellowship of Christian Athletes, The Harvest Center Food Bank, Samaritan's Purse, Samaritan's Feet, Servants with a Heart, The Charlotte-Mecklenburg Dream Center, Beds for Kids, Restoration Atlanta, and Score International etc. This applies particularly to missions, as we encourage our students to participate in summer mission opportunities. Through such partnerships, we seek to offer greater opportunities for our students to serve the Lord Jesus Christ, not only in their community and nation, but also throughout the world.

UNAFFILIATED BIBLE STUDY GROUPS

Due to the unique nature of the Charlotte Christian community, parents, faculty and/or staff may offer group Bible studies to student groups off-campus. While these may offer great Christian developmental opportunities, it is important that parents understand that these groups are not sponsored by or affiliated with Charlotte Christian School. Neither the curriculum nor leadership of these groups are managed or controlled by the school. If you have a question about whether an activity is managed by the school contact your division's spiritual life director.



Athletics

Athletic Hotline

(704) 366-1367, ext. 7070

(For cancellations due to inclement weather only)

Kristy Burton, Athletics Administrative Assistant

(704) 366-5657, ext. 7013

kristy.burton@charchrist.com

Andy Ross, Director of Athletics

(704) 366-5657, ext. 7004

andrew.ross@charchrist.com

ATHLETIC PHILOSOPHY

The Charlotte Christian School's athletic program is a wonderful opportunity to minister to the non-Christian community through exemplary actions, Christ-like attitudes and a high level of individual and team athletic skill. The challenge for our student-athletes, parents and coaches is to adhere to the Colossians 3:17 mandate.

The priorities of athletic participants are based on the mission of the school. The priorities are:

1. To honor God in all we do.
2. To preserve and protect the Lord's Holy Name and reputation of Charlotte Christian School.
3. To prioritize the spiritual, emotional and physical well-being of the individual student-athlete over any individual or team athletic accomplishment. In addition, athletics at Charlotte Christian School is one primary means of accomplishing the school's mission. Spiritually, this mission seeks to glorify God through the development of Christian character and the pursuit of excellence.
4. To teach athletic excellence and accompanying awards and established as appropriate goals for any student-athlete or team.

What We Believe

We believe that the principles and lessons learned in athletics can be put into practice in the classroom, at home or through the local church. A microcosm of society, athletics allows the student to develop and use his or her God-given abilities to glorify God. Because the arena of competition is usually surrounded by pressure, the student-athlete is tested and the true character is revealed. Consequently, the opportunity for character growth readily presents itself through athletic competition. Therefore, athletics at Charlotte Christian School is considered an integral part of a student-athlete's overall school curriculum.

Our Commitment to Excellence

Our philosophy can best be summed up by the phrase "doing our best as we strive for excellence." We believe as Christians we are commanded by Scripture to always do our best. As believers, we are not to waste the talent God has given us by giving anything less than total commitment, through participation, and maximum effort. We also believe we should strive to be the best at what we do. Being the best at anything is a worthy and admirable goal of any Christian. We cannot always control whether we win or lose (as far as the final score goes), but we can always control whether we prepare and compete like a champion.

Role Model Coaches

We recognize that coaches at Charlotte Christian School play a significant and vital role in the success of our athletic program. As such, they have the responsibility to model Christ-like attitudes, behaviors, and desires for our student-athletes while under pressure themselves. They are participants and teachers at the same time. One of the coach's most pivotal roles is to work with student-athletes

whose character, revealed under pressure, needs to become more Christ-like. In order to be considered an effective coach and role model, our coaches must also be thoroughly knowledgeable in their sport, demonstrate detailed preparation, motivate student-athletes, make adjustments during competition, and actively give meaning to each situation a team or individual student-athlete may face. Coaches have great responsibilities, but also great opportunities, to mold young lives for Christ.

Our Program

We believe each individual sport at Charlotte Christian School should be developed into a “program.” The head varsity coach shall be called the program director and be responsible to provide a consistent structure to ensure that similar philosophies are implemented at all levels of the program. The program should offer a quality experience while building pride among the participants. Parents should be valued as partners in this process of athletic education. Off-season conditioning, camps, etc., are promoted for serious student-athletes. College-bound student-athletes and their parents should receive sound counsel on the potential of the student-athlete. All activities within an individual sports program should exemplify the school’s commitment to a Christ-like witness, excellence and reflect the school and athletic department’s policies, procedures and philosophy.

The Charlotte Christian School Student-Athlete

We believe all Charlotte Christian School student-athletes should be diligent in preparation, relentless in effort, disciplined by training, respectful in actions, self-controlled with words, humble in spirit, and aggressive in pursuit of excellence without regard to the score, opponent, time, referee, etc. Our goal is to be humble in victory and gracious in defeat. When these qualities are demonstrated, good things usually happen: teams are successful, players are motivated, fans are supportive, enthusiastic parents are proud, prospective student-athletes want to join in participation, and very often non-believers are drawn to Christ.

ATHLETIC VISION STATEMENT

The Charlotte Christian School Athletic Department is committed to develop Christ-like character among our student student-athletes and encourage them to develop their God-given athletic abilities to their maximum potential. This will be accomplished through a program that emphasizes Christian character and conduct, achievement in athletics, leadership skills, and respect for teammates and opponents.

ATHLETIC APPEARANCE CODE

Student-athletes are expected to follow all of the appearance code standards of Charlotte Christian School at all team and school-related activities. Student-athletes are to dress neatly and modestly at all school-related activities. Shirts must be worn at all times except for the swim team.

ATHLETIC HONOR CODE

Student-athletes represent Christ, their parents, and their school in a co-curricular setting and are thus held to a high code of conduct. It is a privilege to participate in athletics at Charlotte Christian School. This privilege comes with a great deal of responsibility. We expect every student-athlete to demonstrate discipline, respect, kindness, responsibility and self-control at all times at all school-related programs, activities, and events both on and off campus. Please be aware that the following infractions will carry a penalty or consequence at the discretion of the coach, the director of athletics, or the appropriate division principal.

- Unexcused absence from practices or contests
- Inappropriate behavior on or off the field
- Poor grades
- Any violation of the team commitment form or student honor code

ATHLETIC PHYSICALS AND FORMS

For a student to be allowed to try out for a team or practice with a team, he/she must complete the athletic authorization form within the past 13 months. The authorization form includes the following components: emergency contact information, current physical form, concussion form, and duty to warn statement. The authorization form can be found on the school’s website.

Injuries – All injuries should be treated with caution and handled with care and reported to our athletic trainers. The parents will be contacted in the event of all injuries and consulted within any decisions made in regard to treatment and rehabilitation. Charlotte Christian School has athletic trainers to help with the care and rehabilitation of injuries. The trainer will recommend doctors and/or treatments to care for the student, but the final decision rests with the parents.

If a student-athlete sees a physician for any reason, it must be reported to the athletic trainers along with a note from the physician releasing him/her to return to their sport. Without that note, the student-athlete will **not** be allowed to return to his/her sport, practice or games. If a student-athlete is not participating in P.E. due to an injury, he/she may not participate in any athletics, including free play, practice, or games until released by his/her physician.

Parent Pre-Season Meetings – At least one parent of each student-athlete is required to attend a pre-season meeting with the coaching staff of that sport. The meeting shall be held before the first contest. Parents will be informed of expectations, guidelines, schedules and any pertinent rules of Charlotte Christian School, the respective conferences (GCMSAA or CISAA), and the state association (NCISAA).

ATHLETIC TEAM OPPORTUNITIES

The following **middle school sports** accept maximum participation and do not require tryouts:

- Cross Country (Grades 7-8)
- Football (Grades 7-8)
- Boys' and Girls' Swimming (Grades 7-8)
- Track (Grades 7-8)
- Wrestling (Grades 7-8)

The following **middle school sports** allow students to try out with a limited number of team members accepted:

- Baseball (Grades 7-8)
- Boys' and Girls' Basketball (Grades 7-8)
- Cheerleading (Grades 6-8)
- Boys' & Girls' Golf (Grades 7-8)
- Boys' and Girls' Lacrosse (Grades 7-8)
- Boys' and Girls' Soccer (Grades 7-8)
- Softball (Grades 7-8)
- Boys' and Girls' Tennis (Grades 7-8)
- Girls' Volleyball (Grades 7-8)

The following **JV sports** allow students to try out with a limited number of team members accepted:

- Baseball (Grades 9-10)
- Boys' and Girls' Basketball (Grades 9-10)
- Boys' and Girls' Lacrosse (Grades 9-10)
- Boys' & Girls' Soccer (Grades 9-10)
- Girls' Volleyball (Grades 9-10)

The following **JV and varsity sports** accept maximum participation and do not require tryouts:

- Cross Country (Grades 9-12)
- JV Football (Grades 9-10)
- Varsity Football (Grades 9-12)
- Boys' and Girls' Swimming (Grades 9-12)
- Boys' and Girls' Track (Grades 9-12)
- Wrestling (Grades 9-12)

The following **varsity sports** allow students to try out with a limited number of team members accepted:

- Baseball (Grades 9-12)
- Boys' and Girls' Basketball (Grades 9-12)
- Cheerleading (Grades 9-12)
- Girls' Dance (Grades 9-12)
- Golf (Grades 9-12)
- Boys' Lacrosse (Grades 9-12)
- Boys' and Girls' Soccer (Grades 9-12)
- Softball (Grades 9-12)
- Boys' and Girls' Tennis (Grades 9-12)
- Girls' Volleyball (Grades 9-12)

SIXTH GRADE ATHLETIC PARTICIPATION

Our athletic conference (GCMSAA) mandates that sixth grade students may not participate in middle school athletics unless necessary to field a team. Therefore, participation is only opened to sixth graders if we do not have enough student-athletes to fill a roster for a given season. This allowance only applies to sports that require a minimum number of student-athletes to compete and thus does not apply to the following sports: cross country, golf, swimming, track, and wrestling. Although sixth graders are not allowed to compete, some teams do allow sixth graders to participate as practice players during the season. One notable exception to this policy is cheerleading, which always allows sixth grade participation.

COMPETITION

Charlotte Christian School coaches are committed to teaching Christ-honoring character traits and habits. In order to develop and foster teamwork, unity, honesty and integrity, they teach and guide with respect to create a Christ-centered learning environment.

We will make every effort to balance the developmental needs of each player and the desire to compete at the highest level. We will play every game/match/event to win with integrity and honesty. Most importantly, we will respond to winning or losing with the grace, peace and wisdom of Jesus Christ.

Please note that for Middle School, Junior Varsity and Varsity teams at Charlotte Christian School, athletics are competitive and not recreational in nature.

DEPARTMENT CORE VALUES

1. Charlotte Christian School Athletics Commitment to Developing Christian Character
 - Coaches to Student-Athletes
 - Athletic Department to Coaches
2. Commitment to be a strong Witness/Testimony
 - Charlotte Christian School Teams to Opposing Team and Fans
 - Athletic Program to Community
3. Preparation of Student-Athletes
 - Discipline, Commitment, Perseverance, Teamwork, Maximum Effort
4. Commitment to Stewardship
 - Financial
 - Safe and Clean Facilities
5. Commitment to Athletic Excellence

DIRECTIONS TO AWAY GAMES

Directions are available on the Charlotte Christian School website at www.charlottechristian.com.

ELIGIBILITY FOR CO-CURRICULAR ACTIVITIES

(See eligibility guidelines in the Academics section)

EXPECTATIONS

Students, parents, coaches and fans are to demonstrate Christian principles in all circumstances. It is expected that everyone associated with Charlotte Christian athletics will support and encourage our players as well as one another. We cheer for Charlotte Christian School and not against the other teams.

Our student-athletes are expected to try their very best and to have an appropriate Christian attitude at all times. They are expected to behave in a Christ-centered manner at school, at home, and on the playing field. They are expected to be champions for Christ and positive role models to their peers and siblings.

Coaches, players, parents and fans represent Jesus Christ and Charlotte Christian School to the other teams. People are watching to see if we are different. God's people have a responsibility to witness at all times. Athletics is a great platform for impacting the culture for Christ. We must be gracious in victory and defeat and model behavior that exemplifies Jesus Christ our Lord and Savior at all times.

Failure to act in this manner may result in removal from the event and/or additional discipline.

GAME SCHEDULES

Game schedules will be published prior to the start of every season. Changes will occur from time to time, however, we will try to avoid changing games, and we will make every effort to keep parents and players informed of all changes as soon as possible. Changes will be updated regularly through the BAND App, on the website at www.charlottechristian.com and the hotline at (704) 366-1367, ext. 7070 for cancellations or changes due to inclement weather ONLY.

GAME TRAVEL/TRANSPORTATION

1. It is policy that all Charlotte Christian School teams will receive transportation to away contests. The mode of transportation will be by either Charlotte Christian activity bus, a chartered bus, or when parents have completed the proper permission forms, students are allowed to drive.
2. Middle school teams will receive one-way transportation to 'in-town' away contests by a Charlotte Christian activity bus. It is the parents' responsibility to make sure their student-athletes have a ride home from away contests. Out-of-town conference contests include Cannon School and Lake Norman Charter School. Charlotte Christian will provide transportation to and from Cannon School and Lake Norman Charter School.
3. If the junior varsity team travels with the varsity team, they will have transportation home from away contests. Likewise, if the coach of the team (be it varsity, JV or middle school) drives the bus to the event, that team will have transportation home from the event.
4. Students may be released to their parents after an away contest with verbal consent by the coach.
5. Occasionally, students may drive and/or meet at away events only with the consent of the coach and written permission from parents if driving from the school. This is optimal when a student lives closer to the facility where the contest is being played than they are to Charlotte Christian School.

6. Coaches are responsible to stay with student-athletes returning from off-campus events at night until all students have been picked up. Likewise, a coach must remain at an away event until all students have been picked up. Parents should pick up their student in a timely fashion or contact the coach with any extenuating circumstances.

HANDLING PROBLEMS/SOLVING DISPUTES

All disputes at Charlotte Christian School, including those related to athletic matters, should be handled with the appropriate amount of respect and honor. All student-athletes are highly encouraged to discuss any issue with their coach. All parents are asked to encourage their children to discuss any problem they have with their coach. If a parent has a problem with the coach, they should first discuss the matter with the coach.

NOTE: Lack of playing time is not considered a dispute and should not be addressed with the coach. (Refer to Playing Time Policy)

If the situation is not resolved, the offended are encouraged to seek a solution by speaking to the next person in authority. In simple terms, a student-athlete should approach the coach first, the director of athletics second, the appropriate principal next, and, if necessary, take the matter to the head of school. **It is absolutely necessary that this chain-of-command be followed specifically. If not, the upper-level authorities will direct the offended party to solve the problem at the appropriate level.**

HAZING POLICY

(please see Hazing Policy in Student Life)

INJURIES BEFORE OR DURING TRYOUTS

Student-athletes who are injured during the tryout process or who are not able to begin the tryout process may begin/finish tryouts at a later time with the following guidelines:

- Injury must be documented by a Charlotte Christian School athletic trainer.
- Student-athlete must attend tryouts/practices unless he/she is receiving treatment or performing rehabilitation on the injury.
- Student/parent must understand the injured student is not guaranteed a position on the team once the injury heals. He/she may simply begin the tryout process again depending on the length of the recovery process.
- The director of athletics will determine the deadline for injured student-athletes to return to the team to complete tryouts based on the length of season and other factors.

NO QUIT POLICY

If a student is fortunate enough to be selected for a position on one of Charlotte Christian's athletic teams, it is important that he/she makes a firm commitment to that team. Therefore, quitting a team after being selected for the team is strongly discouraged. If any student-athlete quits a team after being selected as a member of that team, that student-athlete could be prohibited from trying out for another Charlotte Christian School co-curricular team (drama, other sport, etc.) during the same season. The possibility of the student not being allowed to try out for a sport next season will also be considered. Furthermore, it should be clearly understood that the action of any student-athlete quitting a team will certainly be among the criteria considered by coaches of subsequent teams on which a student-athlete desires a position. Exceptions may occur if both coaches agree it is in the best interest of the student and is approved by the Director of Athletics.

NON-RECRUITMENT

In an effort to ensure a high probability of student success, Charlotte Christian School accepts students based on the following criteria: readiness to learn, appropriate academic skills, self-discipline, academic potential and leadership capabilities. Charlotte Christian fully examines the academic readiness of all applicants, giving the highest consideration to students whose needs it can meet best and who can contribute most to the school environment.

As a member of the North Carolina Independent Schools Athletic Association (NCISAA), Charlotte Christian adheres to its policies and procedures regarding enrollment. Charlotte Christian will not actively recruit student-athletes to play sports at the school. No coach, faculty member, administrator, staff member or parent volunteer will propose or suggest, either directly or indirectly, that a student shall be enrolled at Charlotte Christian for the sole purpose of competing as a student-athlete.

If a prospective student or his/her representative or parent initiates inquiry into potential eligibility for athletic competition, any coach, faculty member, administrator, staff member or parent volunteer will refer such inquiry to the director of admissions. No promise of roster selection, playing time, recognition or awards will be made to any prospective student-athlete.

After enrollment, Charlotte Christian School considers tuition assistance applications based on the financial needs of families who apply and qualify. School and Student Service (SSS), a third-party company, is used to provide objectivity and consistency in the financial aid procedure.

Charlotte Christian School does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admission policies, tuition assistance program, athletic or other school-administered programs.

PARENT SUPPORT

Parents of student-athletes have a responsibility to both their child and to the team. Without strong parental support, the student-athlete will not be able to achieve his/her greatest potential and/or the team may suffer. **It is important that parents provide positive reinforcement and understand their role as being part of the team.** Parents, as well as players, should be supportive and encourage coaches and teammates. Parents are not coaches and learning to trust coaches is a key step to learning the value of the life lesson experiences that athletics teaches. **It is also important that parents honor the Lord when attending athletic events.** In order for the Charlotte Christian athletic program to be successful, coaches, student-athletes, and parents must make a firm commitment to glorify God at all times.

PLAYING TIME POLICY

Generally speaking, the lower the level of athletic involvement, the more desirable Charlotte Christian School finds it to stress student-athlete playing time provisions. As a general guideline, middle school coaches will make a conscious effort to play all team members for as much time as is practical; however, it is entirely possible that some student-athletes may not play in every game.

Charlotte Christian School athletic philosophy is different; however, when student-athletes compete at the junior varsity and varsity level. While it is true that our coaches and administrative personnel believe it to be important to broaden the experience of Charlotte Christian School student-athletes, and that broadening is enhanced by playing time, it is also an important goal of the Charlotte Christian School athletic program to strive toward excellence. **Therefore, no minimum per game playing time provisions or minimum numbers of athletic meets in which student-athletes must compete are established at the junior varsity or varsity level. Playing time decisions are left up to the individual coaches.**

OFF-SEASON

- To be eligible for off-season athletic activities, a student must be enrolled at Charlotte Christian School.
- Students that are in-season are not eligible for off-season activities. Exceptions may be granted if both coaches agree as well as the director of athletics.

SPIRIT PACKS

Spirit packs promote team spirit, school spirit and community spirit. The items in a spirit pack will foster oneness and team unity. This unity promotes and encourages individual and team discipline. This unity has a positive impact on the Charlotte Christian community.

- Parents are responsible for the cost of the items in a spirit pack.

- Students own and keep the attire in a spirit pack.
- Coaches will discuss the specific spirit pack for the team in parent meetings.

SPORTS AWARDS

No individual athletic awards are given in middle school. At the discretion of the coach, awards may be given for JV and varsity teams. The upper school has an end-of-year athletic assembly recognition program that includes the presentation of annual senior awards.

STARTING A SEASON LATE

A student may start a season late if the reasons are acceptable to the coach, the director of athletics, and the principal. If a cut has been made, the student must go through a two-three day tryout period. If the student is determined to be good enough, they may be added to the team. No one may be cut to make room for this student. If a student transfers into Charlotte Christian School once a season has already begun, they will be considered as a new student with new opportunities and will be permitted to try out for a team (this does not apply to cheerleading).

TARDINESS & ATTENDANCE

(see Co-Curricular Eligibility in Academics)

TEAM/PLAYER SELECTION

All teams may have a designated tryout period to be determined by the head coach. Academically eligible students will be selected based on attitude, performance, coachability and talent. The number of players on a team will be large enough to form a strong competitive team, but not so large as to deter from the individual attention of each player.

UNIFORMS

School team uniforms will be distributed at the beginning of the season. The coaches are responsible for distributing and collecting team uniforms. Players should not wear uniforms during the school day. It is the responsibility of the player to:

- Take proper care of the uniform.
- To have the uniform ready for games.
- To clean and return uniforms after the season.
- To pay for the cost of any uniform he/she loses.

WEIGHT TRAINING

Students in grades 9-12 are eligible to participate in after-school weight training and conditioning at posted times.



Fine Arts

FINE ARTS CONTACTS

Leslie Niessner, Director of Fine Arts

(704) 366-5657, ext. 1037

leslie.neissner@charchrist.com

Box Office

(704) 366-5657, ext. 1031

kim.marco@charchrist.com

Kim Marco, Fine Arts Administrative Assistant

(704) 366-5657, ext. 1031

kim.marco@charchrist.com

FINE ARTS VISION

The fine arts experience at Charlotte Christian School begins with providing meaningful opportunities for students across all divisions to engage with all three branches of the fine arts - visual art, theatre and music. Through exploration, students discover their gifts and affinities in the arts and begin to identify their unique artistic voice. As students engage with an increasingly rigorous curriculum over time, they develop a complete and varied set of artistic skills and techniques that empower them to impact the culture for Christ through the arts.

We are committed to training the next generation of artists, actors, and musicians to live Christ centered lives while excelling in their chosen artistic discipline and our curricular and co-curricular programming is designed with this in mind.

CURRICULAR OFFERINGS

Lower School: General Music (JK - Grade 5); Visual Art (JK-Grade 5)

Middle School: Grade 6 Beginning Theatre, Grades 7-8 Acting Technique, ACT 2 drama team (by audition), Exploratory Art, Visual Art levels I/II/III, Grade 6 Beginning Orchestra, Grades 7-8 Advanced Orchestra, Grade 6 Beginning Band, Grades 7-8 Advanced Band, Grade 6 Beginning Choir, Grades 7-8 Advanced Choir, Guitar, Ukulele, Digital Music, Creative Media.

Upper School: Introduction to Acting, Intermediate Acting, Technical Theatre, ACT 1 drama team (by audition), Visual Art Levels I/II, Studio Art Honors, AP Studio Art, AP Art History, Digital Photography, Sculpture, Digital Music I/II, Audio Production, Upper School Orchestra Honors, Upper School Choir Honors, Vocal Technique, Wind Ensemble Honors, Jazz Band Honors, Chamber Ensemble Honors, AP Music Theory, Music History:

ARTISTIC DISCERNMENT

Christian artists and consumers of art need to be able to discern if artistic endeavors reflect a Christian worldview. The fine arts department strives to develop this discernment in our students by analyzing and evaluating themes in music, visual art and theatre. We recognize that there is value in art produced outside of the Christian community and that art produced by non-believers can still point others to Christ. The ability to analyze works of art begins by talking about broad themes contained in them. At the lower school level this may be accomplished by discussing characters' actions and reactions in a show, reading through the text of a song or critiquing visual art. Students begin to discern at a higher level in middle and upper school by analyzing characters' motivations behind their

actions or by creating a song or piece of art that reflects a Christian worldview. In choosing material for theatrical performances, the fine arts team asks the following questions: What is the overall message of the show? If sin is portrayed, is there a consequence or is it celebrated? Is the content family friendly? Is there a message of hope? By answering these questions early in the process, we can be prepared to discuss content with students and parents. In some cases, material may be used that is excerpted from a show that would be deemed inappropriate while the cut material itself is acceptable.

ATHLETIC PARTNERSHIP

At Charlotte Christian we value the whole child and encourage our students to grow spiritually, challenge themselves academically and participate in fine arts and athletic programs. As talented as many of our students are, we must also set boundaries and protect them from over-committing themselves so that they can fulfill their commitments with excellence. With this in mind, the fine arts and athletic programs at Charlotte Christian work closely together to create an equitable schedule that honors both athletics and theatre. In the event that athletic and fine arts schedules conflict, we expect parents and students to partner with us by adhering to creative scheduling solutions proposed and agreed upon by the coach and director.

COSTUME BORROWING POLICY

The theatre program owns an extensive inventory of beautiful costumes. Charlotte Christian faculty, staff or parents wishing to borrow costume pieces for an on campus event, should contact the director of fine arts with a minimum of a three-day notice. Certain costumes might not be available due to costuming needs for CCS productions. Costumes are not available for large school events such as History Day or Middle Ages Day. Please contact Mrs. Leslie Niessner, director of fine arts, at leslie.niessner@charchrist.com to make arrangements to check out a costume.

FRIENDS OF THE ARTS

Friends of the Arts exists to support the work of the fine arts department in all areas through membership contributions at varying levels. Proceeds from Friends of the Arts support visual arts, music and theatre by funding workshops, specialized instruction with guest artists, and special projects that enhance student experiences above and beyond curriculum taught in the classroom. Friends of the Arts donors receive benefits such as program ads and season tickets. [CLICK HERE](#) to become a member of Friends of the Arts.

HONOR SOCIETIES

International Thespian Society - Charlotte Christian holds a charter membership in this honor society for theatre students. Members must meet the minimum requirements as outlined by the International Thespian Society. All interested students may apply. Students involved in the ITS are involved in theatre service projects, community building activities, as well as promotion of the arts on the Charlotte Christian campus. Contact Ms. Claire Hilton, theatre teacher, at claire.hilton@charchrist.com for more details.

Junior International Thespian Society - Charlotte Christian holds a charter membership in this honor society for middle school theatre students in grades 6-8. Members must meet the minimum requirements as outlined by the International Thespian Society. All interested students may apply. Students involved in the JITS are involved in theatre service projects, community building activities, as well as promotion of the arts on the Charlotte Christian campus. Contact Ms. Claire Hilton, theatre teacher, at claire.hilton@charchrist.com for more information.

National Art Honor Society - Charlotte Christian Upper School Chapter will inspire and recognize those students who have shown outstanding ability in art; foster excellence and a dedicated spirit to the pursuit of art; serve the school and community through art; increase an awareness of art in relation to other areas of the school curriculum; and further aesthetic awareness in all aspects of the school's total program. Upper school students may apply at the beginning of the fall semester. Minimum criteria includes participation in an art/photography class for one semester; maintain a B average in an honors or AP class or an A average in a regular class; maintain a 3.0 cumulative average in all other subjects; participate in two art service projects totaling two service hours each school year; attend lunch meetings (six a year); and demonstrate continued character strength that includes demonstration of service, leadership, and cooperation. For more details, please contact Mr. Bryn Gillette, upper school visual art teacher, at bryn.gillette@charchrist.com for more information.

National Junior Art Honor Society - The Charlotte Christian Middle School Chapter will inspire and recognize those students who have shown outstanding ability in art; foster excellence and a dedicated spirit to the pursuit of art; serve the school and community through art; increase an awareness of art in relation to other areas of the school curriculum; and further aesthetic awareness in all aspects of the school's total program. Middle school students may apply at the beginning of the fall semester. Minimum criteria for membership includes completion or participation in an art class for one semester while maintaining a B average in all subjects. Members must participate in two art service projects totaling two service hours each school year, attend regular meetings during Knight Time and demonstrate character strength that includes demonstration of service, leadership and cooperation. For more details, please contact Ms. Karen Liebner, middle and upper school visual art teacher, at karen.liebner@charchrist.com for more information.

Tri-M Music Honor Society - Tri-M is the international honor society recognizing music students for their musical ability, academic excellence, school involvement and community service. Members are inducted in the spring and must meet the minimum requirements set forth by the National Association for Music Education for Tri-M membership. Any upper school student who participates in a music ensemble for at least one semester (Wind Ensemble Honors, US Orchestra Honors, Upper School Choir Honors, Jazz Band Honors) may apply. Students involved in Tri-M are required to complete two music service hours per semester which can be applied to their overall upper school service requirements, and must maintain an A in their music ensemble class and a B overall average. Information will be distributed in ensemble classes in August. Students must reapply each year. Please contact Mrs. Leslie Niessner, director of fine arts, at leslie.niessner@charchrist.com for more details.

PERFORMANCE ATTIRE

Band and Orchestra

- **Middle School** - Students in middle school band or orchestra will wear black bottoms, a school provided blue band or orchestra polo, and black shoes.
- **Upper School** - Boys in upper school band or orchestra will purchase black tuxedo pants and a white tuxedo shirt. Girls will purchase a black full-length dress as chosen by the music faculty. [CLICK HERE](#) for specific ordering information.

Choir

- **Middle School** - Middle school choir members will wear black pants or a black dress/skirt, black shirt and black shoes. Clothing should be modest and skirt/dress length should be to the knee.
- **Upper School** - Boys will purchase a tuxedo shirt, tuxedo pants, bowtie and cummerbund. Black low-heeled dress shoes are required for boys and girls. Girls will purchase a choir dress selected by the music faculty. [CLICK HERE](#) for specific ordering information.

ACT 1 and ACT 2

Team apparel will be provided for students in ACT 1 and ACT 2 to be worn when traveling to competitions. Costumes are provided for competition show performances. Students may be required to purchase some of the following: shoes, tights/hosiery, T-shirts, socks and make-up.

PERFORMANCE BASED CLASSES

Performance based classes at the middle and upper school level require several performances that occur outside of normal school hours. Performances are an integral part of the curriculum and are graded. ACT 1, ACT 2, chamber ensemble, choir, band, jazz band, orchestra, technical theatre and vocal tech are performance based classes and all students enrolled are expected to attend several performances outside of school hours as part of the curriculum. Performance dates are published on the school calendar and included in the course syllabus distributed on the first day of the course to allow for adequate planning. Absences from a scheduled performance due to extracurricular events are not considered excused absences (athletic commitments, cotillion, dance, driver's ed, gymnastics, scout meetings, SAT prep, failure to arrange transportation, etc).

When legitimate conflicts arise, families are expected to communicate with the director via phone or email **a minimum of four weeks prior to the performance so there is ample time for another student to learn the missing role or part assignment.** Students who have

followed the procedure and are granted an excused absence will be provided an alternate assignment to complete in place of the performance. Absences not communicated in this manner will result in a zero for that performance.

THEATRE PRODUCTIONS

Each year Charlotte Christian school produces several co-curricular mainstage theatrical productions serving students across all three divisions. Students in grades 4-12 who fulfill the audition and academic requirements are eligible to audition (see co-curricular eligibility guidelines in Academics section).

Auditions

We hold open auditions for all co-curricular main stage productions. Audition dates and requirements are communicated in the *Focus*. Parents are asked to attend a parent meeting and students must submit a completed audition packet by the advertised deadline prior to auditions. Casting will be determined by audition for a panel of faculty and industry professionals. Students not meeting eligibility requirements for co-curricular activities as outlined in the academic section of the handbook will not be allowed to participate.

Attendance

Each member of a Charlotte Christian School cast or performing ensemble must assume the responsibilities associated with such a position. The student-performer has an ethical obligation to the cast or ensemble and the school. This obligation includes regular attendance at rehearsals and performances. Understanding that emergency situations arise (illness, death in a family, etc.) prohibiting a student-actor from attending a rehearsal or performance, any known absences should be few and far between and arranged with the director as early as possible.

When rehearsals occur on school vacation days, all performers are expected to be in attendance. If a conflict arises and a student-performer may have to miss a rehearsal, it is of the utmost importance that the student-performer communicates this with the director immediately, knowing that consequences may follow. Consequences for missed rehearsals or performances will be determined by the director of the production and director of fine arts and can include, but are not limited to, suspension from future performances, forfeiture of fine arts awards, and dismissal from the ensemble or cast.

No Quit Policy

If a student is fortunate enough to be cast in one of Charlotte Christian's mainstage co-curricular theatre productions, it is important that he/she makes a firm commitment to that production. Therefore, quitting a show after being selected for the cast is strongly discouraged. If any student-actor quits a show after signing their cast contract, that student-actor could be prohibited from trying out for another Charlotte Christian School co-curricular team (theatre, athletics, robotics, etc.) during the same season. The possibility of the student not being allowed to audition for another production will also be considered. Furthermore, it should be clearly understood that the action of any student-actor quitting a production will certainly be among the criteria considered by directors of subsequent productions in which a student-actor desires to be cast. Exceptions may occur if the director of the show and director of fine arts agree it is in the best interest of the student.

Parent Support

Parents of participating students are a vital part of the show behind the scenes and parents of student-actors have a responsibility to both their child and to the cast. Without strong parental support and volunteer involvement, student-actors will not be able to achieve their greatest potential and the production may suffer. At least one parent of each cast member is expected to support the production in one of the many volunteer opportunities outlined at the parent meeting. We expect parents of cast members to understand their role as a volunteer behind the scenes, be supportive of the production team and fellow cast members, and provide positive reinforcement over the course of the production. In order for the Charlotte Christian theatre program to be successful, members of the production team, student-actors and parents must make a firm commitment to glorify God at all times.

Rehearsal Etiquette

Student-actors and tech crew members are expected to practice professionalism in rehearsal at all times. Disrespectful and distracting behavior prohibits the ensemble from realizing their full potential and will not be tolerated. Cast and crew are expected to demonstrate professional rehearsal etiquette in the following ways:

- arriving on time
- being prepared with lines, choreography and music ready for rehearsal
- being prepared with all materials
- dressed appropriately in modest clothes and proper shoes that allow for full range of movement
- waiting patiently and respectfully while director coaches/rehearses other cast members
- refraining from talking loudly when off stage
- accepting coaching from directors with humility
- departing on time

Show Packs

Parents are responsible for purchasing a show pack for their cast member. The cost of the show pack varies with each production. The purchase of a show pack covers the cost of the following items related to the production:

- Costume/wig use and cleaning
- Specialized theatrical makeup
- Media package (photos, DVD, Happy Gram)
- Show T-shirt

Revised as of 5/4/21



Business Policies

Terry, Chief Financial Officer

(704) 366-5657, ext. 6200

terry.efird@charchrist.com

Kimberly Davenport, Senior Financial Analyst/Accounts Receivable Manager

(704) 366-5657, ext. 6202

kimberly.davenport@charchrist.com

2021-22 TUITION

The tuition for Charlotte Christian School is determined each year by the board of trustees of the school. It is payable by one of the options described under payment plans. Tuition for the 2021-22 school year is listed below:

Junior Kindergarten	\$16,500
Kindergarten	\$16,500
Grades 1-5	\$18,495
Grades 6-8	\$19,775
Grades 9-12	\$22,255

Academic Support Services (if needed)

Academic Services Program:	\$3,500 annual fee
Tutoring:	\$60 per hour

For additional information on the Academic Services Program and Tutoring programs, please contact the director of academic services.

TUITION PAYMENT PLANS

Payment in Full Plan – Early payment discount

Payment in full must be made by the last business day in March for junior kindergarten through grade 12 students to receive a \$300 per student discount for early payment.

1. Enrollment fee/tuition deposit and new family fee (if applicable) are due at time of enrollment/re-enrollment.
2. Tuition balance is due by the last business day of March to receive the early payment discount of \$300.
3. Optional Tuition Protection Program fee of \$200 is due when tuition is paid.

Payment in Full Plan – no discount

Payment in full is due by June 1 for junior kindergarten through grade 12. No discount on tuition paid in full is provided for payments made after the last business day of March.

1. Enrollment fee/tuition deposit and new family fee (if applicable) are due at time of enrollment/re-enrollment
2. Tuition balance is due on June 1.
3. Optional Tuition Protection Program Premium of \$200 is due when tuition is paid.

Monthly Payment Plan

1. Enrollment fee and new family fee (if applicable) is due with Enrollment Agreement.
2. Installment fee of \$250 per student will be spread over the 10 monthly payments.
3. First payment is due by July 25 and for nine consecutive months thereafter for all grades.

CREDIT CARDS ARE NOT ACCEPTED BY THE BUSINESS OFFICE FOR PAYMENT OF TUITION OR FEES.

CREDIT CARDS ARE ACCEPTED IN THE SMART TUITION PORTAL, BUT PARENTS WILL INCUR AN ADDITIONAL SERVICE CHARGE.

SMART TUITION

Payment processing for tuition deposits, fees and installment payments run through SMART TUITION, one of the largest tuition processors in the country. Instructions on accessing and making payments through SMART TUITION will be provided when re-enrollment or enrollment contracts are distributed.

Any questions concerning the options available for payment of school costs should be directed to Mrs. Kimberly Davenport in the business office at kimberly.davenport@charchrist.com or (704) 366-5657, ext. 6202.

OTHER FEES

EXTENDED DAY PROGRAM RATES

Families are billed monthly depending upon the attendance plan selected. Fees are charged based on the number of days attended each week. [CLICK HERE](#)

ENROLLMENT FEE/TUITION DEPOSIT (non-refundable)

This **non-refundable fee** is due upon enrollment and reserves a student's place in a grade. The enrollment fee is applied against the annual tuition for each enrolled student.

Enrollment Fee \$800 per student

NEW FAMILY FEE (non-refundable)

Each new family enrolling at Charlotte Christian School pays a \$1,000 new family fee. This fee is **non-refundable** and is paid at the same time as the enrollment deposit. A family who leaves Charlotte Christian School and returns after missing only one school year will not be charged a new family fee upon re-enrollment. If a family has graduated a student from Charlotte Christian School and subsequently enrolls an additional student, they will not be charged a new family fee.

INSTALLMENT PLAN FEE

A fee of \$250 per student is charged to all families selecting the Monthly Payment Plan option. This fee includes the Tuition Protection Program coverage and is billed over the monthly payment plan.

TUITION PROTECTION PROGRAM FEE

This is an optional fee for parents who do not select the monthly payment plan. It is \$200 per student and is recommended for families who pay tuition in full. For families who select the monthly payment plan, the coverage is included in the per student installment plan processing fee. The Tuition Protection Program provides for partial return of tuition paid if a student/family must leave before the end of the school year. (Additional information on the Tuition Protection Program may be found within the enrollment agreement package or by contacting the business office).

RETURNED CHECK FEE

If your bank account has insufficient funds to cover a draft or check written to Charlotte Christian School, your account will be charged \$35 to cover the cost of the return item processing. If the school experiences multiple returned checks for payments on your account (more than three return items in any school year), the school may require all future payments to be made with official checks, certified checks or money orders.

SPECIAL FEES

There may be additional optional fees applicable throughout the school year for trips, after school clubs, athletic, fine arts or other co-curricular activities. Information on these fees should be obtained from each school division, athletics or fine arts area.

ALL FEES ARE NON-REFUNDABLE AND MUST BE PAID TO THE BUSINESS OFFICE THROUGH THE SMART TUITION PAYMENT SYSTEM OR BY CASH, CHECK, BANK DRAFT OR MONEY ORDER AS DIRECTED BY THE BUSINESS OFFICE.

ACCOUNT STATUS

It is important that student billing accounts remain current throughout the school year. When an account becomes past due there are several actions that occur which negatively impact the student:

- Report cards will be held.
- Access to the website, myCCS and Canvas will be restricted.
- Transcripts will not be released to colleges or other institutions.
- Tuition assistance may be revoked.
- Loss of eligibility to participate in co-curricular activities at school, including trips, athletic teams and fine arts programs.
- Dismissal of student if the account becomes more than 90 days past due.

To avoid these actions and the impact on the student, any family experiencing financial difficulty should contact the business office to determine alternative payment plan options to bring your account to a current status.

CUSTODY AND SEPARATION AGREEMENTS

Specific custody arrangements or instructions will only be recognized and administered by the school if the school has been provided with a copy of the appropriate legal agreements. If there are specific custody/separation instructions that apply to your student, please discuss this with the appropriate division principal and make sure they have the necessary documents on file.

INTERNATIONAL STUDENTS

Charlotte Christian seeks to diversify its student body by enrolling international students from all over the world. Not only does this enhance the global perspective that is becoming increasingly important in our society, but it also directly mirrors the ethnically and culturally diverse world that our Heavenly Father has created. We are pleased to accept qualified international students in grades 9-12 who desire a Christ-centered education in the United States.

Program Specifics

International students are defined as students who do not have permanent residence in the United States. The Charlotte Christian School admissions office will oversee the application process, which includes the following:

- All components of the admissions process listed for middle or upper school on the Admissions Checklist
- TOEFL testing or TOEFL, Jr.
- Interview via Skype or telephone
- Contact information for housing and host family information
- In addition to tuition costs, there is an annual fee of \$2,000 for international students enrolling for the 2021-22 school year.

(International students pay this fee instead of the new family fee.)

- International applicants must submit a copy of their birth certificate, passport, and visa with their signed enrollment agreement.

Once an international student has been accepted and has submitted a signed contract agreement along with the indicated enrollment fees and the items listed above, Charlotte Christian School will complete and issue an I-20. Requests for forms and questions concerning international student enrollment should be directed to Mrs. Margaret Jackson in the admissions office at margaret.jackson@charchrist.com or (704) 366-5657, ext. 6502.

TUITION ASSISTANCE

FAMILY FELLOWSHIP PROGRAM

A tuition credit of \$1,500 is provided for the third, fourth, and fifth students enrolled within the same family. There is no discount for the first or second student enrolled. The family fellowship program only applies to brothers and sisters attending Charlotte Christian School. It is not applicable to cousins attending Charlotte Christian School, even if the tuition is paid for by one party, i.e., a grandparent.

FINANCIAL ASSISTANCE

Charlotte Christian School considers tuition assistance applications based on the financial needs of families who apply and qualify. Students must be enrolled at Charlotte Christian and be in good standing to receive a financial aid grant. School and Student Service (SSS), a third party company, is used to provide objectivity and consistency in the financial aid process. Parents provide SSS with financial data and SSS will provide an assessment to Charlotte Christian School for use in determining financial aid awards.

Information on the financial aid process is available from the business office in early December. There are limited funds available for financial assistance each year and the award process prioritizes returning families with completed applications. Decisions will be made by the end of February if we have received a completed file for a returning student. New student requests are reviewed once students have been accepted and the financial aid application has been completed. Financial assistance is usually fully committed before the beginning of the school year, but if a family experiences an unusual financial burden (job loss, medical, etc.) once the school year has begun, they should contact the business office to determine if there are any funds available at that time.

Based on Charlotte Christian's policy, financial assistance grants will not exceed 50 percent of tuition (including Ministry and Family Fellowship awards). Parents are responsible for the remaining tuition balance and all fees. Requests for forms and questions concerning financial aid should be directed to Mrs. Kimberly Davenport in the business office at kimberly.davenport@charchrist.com or (704) 366-5657, ext. 6202.

As a member of the North Carolina Independent Schools Athletic Association (NCISAA), Charlotte Christian adheres to NCISAA policies and procedures regarding financial aid. The NCISAA operates under the premise that student-athletes do not receive preferential treatment in the awarding of financial aid from member schools. No student-athlete may receive any form of financial aid for athletic participation and this is not a consideration in the financial aid assessment.

Charlotte Christian School does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, tuition assistance program, athletic or other school-administered programs.

MINISTRY FELLOWSHIP PROGRAM

In an effort to reach out to other ministries in the community, Charlotte Christian offers a Ministry Fellowship Program. Participants must provide proof of employment as a full time minister in an area church in order to qualify for this fellowship. The fellowship program provides a grant of \$1,500 for the school year for any qualifying full time student in grades JK-12. The Ministry Fellowship Program is available to all qualifying families whether they apply for tuition assistance or not. The combination of Ministry Fellowship and tuition assistance will not exceed the 50 percent tuition assistance maximum. Application forms may be requested from Mrs. Kimberly

Davenport in the business office at kimberly.davenport@charchrist.com or (704) 366-5657, ext. 6202.

PARENT PARTNERSHIP FUND

The Parent Partnership Fund has been established to allow Charlotte Christian families to make designated tax deductible contributions to help other Charlotte Christian School families experiencing temporary difficulty with their tuition payments. Available funding for this program varies based on contributions received and is limited to one monthly tuition payment per student per school year. The goal of the program is to assist families in continuing their enrollment at Charlotte Christian School through a short term financial hardship. Any family who would like to be considered for the Parent Partnership assistance program should contact Mr. Terry Efird (ext. 6200) in the business office.

Parents who would like to designate a gift to the Parent Partnership Fund should contact Ms. Sara Blakeney in the development office at (704) 366-5657, ext. 6400 or sara.blakeney@charchrist.com. Donations to the Parent Partnership Fund are designated for tuition assistance purposes as described above, but may not be designated to specific families or students.

STUDENT ACCIDENT INSURANCE

Student Accident Insurance is provided by the school for all students. This coverage is for covered injuries which occur while an enrolled student is:

- Participating in activities sponsored and supervised by Charlotte Christian School in the United States.
- Traveling during such activities as a member of a group in transportation furnished or arranged by Charlotte Christian School in the United States.
- Traveling directly to or from the student's home and the site of such activities.

This coverage has a \$500 deductible and takes effect after the student's family health insurance has been utilized. Any claims under this coverage must be filed within 90 days of the accident. If you need to utilize this insurance program due to a student accident, please contact Mrs. Mary Ferreira in the business office at (704) 366-5657, ext. 6201 or at mary.ferreira@charchrist.com to receive the necessary forms. Any questions concerning the student accident insurance coverage should be directed to Mrs. Ferreira.

FORCE MAJEURE

In the event that either party is unable to perform its obligations under this Agreement as a result of a force majeure, neither party shall be liable to the other for direct or consequential damages resulting from lack of performance. "Force Majeure" shall mean fire, earthquake, flood, act of God, strikes, work stoppages, pandemic, or other labor disturbances, riots or civil commotions, litigation, war or other act of any foreign nation, power of government, or governmental agency or authority, or other emergencies causing the closing of the School, which make it inadvisable or impossible to hold the contracted terms of this agreement. **In the event the School is forced to close due to one of these reasons, tuition will not be refunded.**

Alternative Force Majeure Clause for Events

In the event that either party is unable to perform its obligations under this agreement as a result of a force majeure, neither party shall be liable to the other for direct or consequential damages resulting from lack of performance. "Force Majeure" shall mean fire, earthquake, flood, act of God, strikes, work stoppages, pandemic, or other labor disturbances, riots or civil commotions, litigation, war or other act of any foreign nation, power of government, or governmental agency or authority, or other emergencies causing the closing of the School, which make it inadvisable or impossible to hold the contracted terms of this agreement. It is understood that this agreement may only be terminated by one or more of these reasons by written notice from one party to the other, and is at the sole discretion of the School for its approval or denial. The parties agree to provide written notice as soon as possible.



Health Room Policies

GRADE JK-12 NURSES

Caitlin Marsh, RN, BSN (704) 366-5657, ext. 2155
Head Nurse caitlin.marsh@charchrist.com

Crystal Crawford, RN, BSN (704) 366-5657, ext. 2155
crystal.crawford@charchrist.com

Jessica Smith, RN, BSN (704) 366-5657, ext. 2155
jessica.smith@charchrist.com

ALLERGY AWARENESS POLICY

Our goal is to provide a safe environment for each and every student by incorporating safety measures and bringing allergy awareness to our school. Charlotte Christian School is not a “peanut free” school.

If your student has a known allergy that requires emergency intervention, please complete the following:

1. Communicate allergen to your school nurse, teacher, coach, principal, dining hall and extended day director. Providing this information is the responsibility of the parent/guardian. Communication is vital.
2. Medication Authorization Form dated and signed within the past year by parent and treating physician.
3. Allergy Action Plan completed and signed within the past year by treating physician.
4. All lower school students must provide labeled emergency medication for the health room. Middle and upper school students are encouraged to self-carry emergency medications and provide the health room with a back-up emergency medication.
5. Parent/guardian to schedule a meeting with your school nurse and teacher to review policies, procedures and specific needs. Please contact Mrs. Caitlin Marsh at caitlin.marsh@charchrist.com to schedule your meeting before the beginning of the school year.

HEALTH ROOM SCREENINGS

In the fall, vision screenings are completed for first, third and fifth grade. Parents will be notified by a note home, email or phone call if the findings are noteworthy. Any student may have a vision screening upon request. Please email the health room at nurse@charchrist.com to request a screening.

ILLNESS GUIDELINES AND POLICIES

*Please see section two of the handbook, COVID-19 Policies and Procedures Information, for more details.

Fever – A temperature of 100 degrees or higher is considered a fever. If a child has a fever at school, parents will be contacted and will need to pick up the student in the health room **within one hour**. A student must be fever-free without the aid of fever-reducing medications for 48 hours prior to returning to school.

Vomiting/Diarrhea – If your student has had vomiting or diarrhea in the past 24 hours your student will need to remain home. They may return to school who can return when they have had 48 hours without any episodes of vomiting or diarrhea. Any student who reports vomiting or diarrhea will be sent home.

Strep Throat – If the strep screen or culture is positive for strep throat, the student needs to be on an antibiotic for 24 hours before returning to school.

Conjunctivitis (pink-eye) -- If your student has been diagnosed with pink eye they may return to school 24 hours after medication drops are started. If a student presents to the health room with one or both eyes matted closed, or they are swollen, pink, red, burning or itching, the parent will be contacted to pick up the student and confirm conjunctivitis is not present. Conjunctivitis (pink-eye) in elementary school students is very contagious.

Head Lice - Students identified with live lice will be sent home and should be treated per the advice of their physician. Once treated the student(s) may return to the school the next day but should report to the health room before going to class after the initial treatment. Classroom checks are not routinely done and are not an effective way of preventing head lice per the American Academy of Pediatrics. Parents should maintain an active role in checking their student(s) and notifying the health room of any concerns.

Should your student have symptoms of illness not mentioned or you have other questions or concerns, feel free to consult your school nurse (704) 366-5657, ext. 2155 or your physician's office. **The school nurse will be available to answer any questions or concerns between 7:30 a.m. and 3:30 p.m.**

IMMUNIZATION RECORDS

Immunization records are a requirement that applies to all new students, JK/KG and rising seventh and twelfth grade students. Immunization records must be completed by your physician and returned before the start of the school year.

COVID VACCINE

As vaccines become more readily available in Charlotte and the surrounding communities, we are asking parents to submit a photo of their student's completed vaccine record if they choose to have them vaccinated. We understand that at this time the vaccine is only available for children 16 years of age and older. Please email the picture to nurse@charchrist.com.

MEDICATION POLICY

The following policy applies to all medications (over the counter and prescription). No OTC (over the counter) medication(s) will be administered by the nurse or the appointed school personnel until the medication authorization form is completed and signed by the parent(s) and the attending physician. The signed form is valid for one calendar year. This policy is in place to ensure the safest possible care for your student and there will be no exceptions.

Teachers are not responsible for handling and administering medications unless specific instructions are provided for off campus school functions (i.e. field trips). Please note below the policies and protocols set forth regarding medications.

1. All medications given at school by the nurse or appointed personnel must accompany a medication authorization form signed by your physician and parent. This form will serve as permission for the nurse or the appointed personnel to administer over-the-counter or prescription medication as directed by the physician for the school year. The medication release form will serve as authorization for field trips and overnight school functions. No medication, including over-the-counter or prescription, will be administered by the nurse or appointed personnel during school hours, field trips or overnight school functions without the physician's signature and consent of the parent(s).
2. Over-the-counter medications such as Tylenol/(generic), Ibuprofen/(generic), throat lozenges, Tums, Benadryl, calagel cream (anti-itch cream containing Benadryl) are available in the health room upon request and completion of medication authorization form. Please note Benadryl is available for allergic reactions. We do not carry decongestants or over the counter cold and allergy medications. If your student needs allergy or cold medications during school hours, please note it on the medication administration release form along with a physician's signature. These medications must be provided by the parent and may be kept in the health room for the student.

3. The health room staff should be notified of any changes in medication during the year, including dosage and frequency. This change requires a written authorization from your attending physician before the nurse can administer the new prescription. For your convenience, the physician's office may fax changes to the health room to (704) 368-1078.
4. The parent or guardian of the student should deliver the medication to the school health room. Medication should be delivered in the original pharmacy labeled container as prescribed by the physician. Students are not permitted to carry any medication during school hours, except for those students with a documented need to carry their emergency medication. In this case, middle and upper school students are encouraged to carry their emergency medication. Notify the health room for the appropriate form authorizing the student to carry emergency medications on campus. The nurse will properly dispose of any unused medications not claimed by a parent or guardian at the end of the school year.

Upper School – Co-Curricular Activities - This policy applies to **upper school students only**. Upper school students will be allowed to self-medicate on off-campus, co-curricular activities as long as the proper authorization form is completed by the physician, parent and student. Specific guidelines are set in place and must be followed to allow this privilege to our upper school students. This self-medication policy does not include controlled medications (i.e.: ADD, ADHD or narcotics for pain control). If you prefer the nurse or the appointed school personnel to administer the medication during co-curricular activities, please inform the health room.

EMERGENCY MEDICATION

If your student has an emergency medication (i.e.: epi-pen, inhaler, insulin, seizure medication, etc.) the health room must have a completed **Action Plan** on file along with the medication administration release form. The Action Plan requires a physician's signature and can be obtained from the health room or by visiting the Charlotte Christian website. If your student has been authorized to self-carry and administer their emergency medication, we also encourage you to provide the health room with additional back-up medication as a precaution.

Emergency Medication Policy

1. Students are permitted to carry emergency medications with a physician authorization and parental permission.
2. Middle and upper school students are strongly encouraged to self-carry their emergency medication while supplying the health room with a back-up.
3. Students attending Extended Day should also provide a back-up emergency medication for the Extended Day personnel.
4. Middle and upper school students should self-carry their emergency medication during all practices and off campus sporting events.
5. Emergency medications (epi-pens, inhalers, glucagon, and anti-seizure medications) that are listed by your student's physician on the medication form are the responsibility of the parent to provide this medication to the school nurse in the event of an emergency.
6. The student's emergency medication is the first line of treatment in an emergency. It is vital for the safety of your student that all emergency medications are provided for the health room and that expired medications are replaced as soon as possible.
7. Students who have a written order for an emergency medication must have an action plan submitted prior to being allowed to participate in any field trips including Windy Gap. For those that do not self-carry, the emergency medication must be dropped off to the health room and within the manufacturers' use by date before attending any off campus events.

SICKNESS DURING THE SCHOOL DAY

A school nurse(s) is on duty during school hours (7:30 a.m. – 3:30 p.m.). The health room is equipped with two beds and basic first aid for students. The nurse(s) are available to administer medications, first aid and emergency care when necessary. The nurse acts as a liaison among the student, teacher, parent and physician. Routine visits to the health room require a pass from a teacher. After evaluating the student, the nurse will contact the parent(s) or guardian if it is determined that the student must go home. The person who comes for the student must arrive within one hour. Students will only be released to parent, guardian, and/or emergency contacts as noted on the health form. Any exceptions to this policy require parent authorization.

The health room facility is used by the entire student body, grades JK-12.

Parents should:

1. Furnish the health room with emergency contact numbers on the Medication Authorization form. Please notify the health room if any numbers change throughout the school year.
2. Come promptly for your student as continuous care for long periods of time is not suitable in a school setting. Once you have been contacted, prompt retrieval of your student from the health room is greatly appreciated.

STUDENT HEALTH RECORDS

All students are required to complete new health forms for each school year. Forms are available online by visiting the parent portal section of the Charlotte Christian School website and clicking on the health room tab. The Student Health Record provides emergency contact information and serves as the medical treatment authorization. This form is required by all students before being allowed to participate in any school-related field trips. Any questions should be directed to Mrs. Caitlin Marsh at (704) 366-5657, ext. 2155 or caitlin.marsh@charchrist.com.

STUDENT COMMUNICABLE DISEASE POLICY

This policy is subject to change based on updates and guidelines from the Mecklenburg County Health Department and the Center for Disease Control.

Definition of Communicable Disease

A communicable disease is one that spreads from one person to another through a variety of ways including contact with blood and bodily fluids, breathing in an airborne virus; or by being bitten by an insect.

Precautions

Students should not be involved in the handling, disposal and cleanup of potentially infectious materials. Employees are required to follow Charlotte Christian's Bloodborne Pathogens Exposure Control Plan, containing universal precautions, relating to the handling, disposal and cleanup of blood and other potentially infectious materials. Faculty should take reasonable precautions to avoid allowing students to come in contact with these substances.

Precautions During Known Outbreak

- If an outbreak of a communicable disease on campus is identified, the health room will work with the admissions department to maintain the well being and health of all visiting students.
- All nonessential visitors will be limited to coming on campus to reduce community exposure.

Curriculum

Charlotte Christian will include age-appropriate hand hygiene education yearly for all grades during the cold and flu season.

Reporting and Notice Requirements

A parent or legal guardian shall notify the school nurse when a student has been diagnosed with a communicable disease and/or placed in quarantine by state officials. In accordance with North Carolina State Law G.S. 130A-136 school principals and/or the health room personnel will report suspected cases of communicable diseases to the Mecklenburg County Health Department.

[CLICK HERE](#) for a list of reportable communicable diseases.

[CLICK HERE](#) for the NC State Law G.S. 130A-136.

Returning to School

The health room nurse will contact and follow the state guidelines on returning to school set forth by the Mecklenburg County's Department of Health Communicable Disease Department. In some instances a doctor's note from a student's primary care provider will be required to return to school.

Parents will be made aware if grade-wide screenings (temperature checks, etc.) are to be completed at the recommendation of the Mecklenburg County Health Department or Charlotte Christians Medical Director.

Immunocompromised Individuals

Students who are immunodeficient face an increased risk of severe complications from exposure to communicable diseases that appear in the school setting. Although not required, parents and guardians are strongly encouraged to inform the health room in the event a student suffers from any such immunodeficiency. The health room will then notify the parents or guardians of the immunodeficient student about the presence of contagious disease occurring in the school that may represent a threat to the student's health.

Exclusion

In the case of a communicable disease outbreak, students who qualify for religious or medical vaccination exemption may be excluded from school to control the outbreak.

Revised as of 5/4/21



COVID-19 Policies & Procedures

The safety of our CCS community is our top priority and therefore we have put into place safety measures and wellness practices to ensure a smooth transition back to campus. For our campus to remain open, it is imperative that everyone do their part to keep Charlotte Christian healthy and safe. We will continue to assess our plan, seek guidance from our CCS Health Professionals Advisory Group and monitor federal, state and local guidelines as we provide the best learning environment for our students.

We will continue to assess these protocols through summer 2021 and will adjust as needed prior to the start of the 2021-22 school year.

ARRIVAL TO CAMPUS REQUIREMENTS

Health and Wellness Pledge

In order to promote behaviors that reduce the spread of illness and maintain a healthy environment, it is imperative that all members of the Charlotte Christian School community including employees, parents, and students commit to follow recommended guidelines including those presented by the state of North Carolina, the CDC, and the AAP. This is a Charlotte Christian School community wide commitment to keep students and employees safe. Thank you for reviewing and agreeing to following the guidelines below.

All members of our household agree to:

- Regularly wash hands with soap and water for at least 20 seconds or use hand sanitizer when soap and water are not available.
- Practice social distancing when feasible.
- Wear masks or face coverings at all times while on campus in accordance to the guidelines established by the school.
- Take temperature every morning before arriving on campus. If the temperature is 100.0 or above, we agree not to come to campus.
- Adhere to the procedures and protocols the school has put in place to mitigate the spread of COVID-19 until further notice.

Parents and Employees agree to:

- Notify the nurses' office if the temperature of an individual in the parent's or employee's household is 100.0 or above.
- Contact the appropriate division office if a student is absent or contact the employee's supervisor if they are unable to be at work.
- Notify the nurses' office if a student or employee has traveled internationally.
- Notify the nurses' office if there is a new medical diagnosis or food allergy.
- Notify the nurses' office if someone living in a parent's or employee's immediate household or with whom they have been in contact with for greater than 15 minutes in the past two weeks has tested positive for COVID-19.
- Not give or take pain medication or fever-reducing medication prior to arrival on the Charlotte Christian School campus in order to mask or reduce a fever.
- If a school nurse calls a parent because a student needs to be picked up from Charlotte Christian School, the parent(s) will do so as soon as possible.
- If anyone in a parent's or employee's immediate household tests positive, all members of that immediate household will not return to campus for 14 days.

Assumption of the Risk and Waiver of Liability Relating to Coronavirus/COVID-19

The novel coronavirus, COVID-19, has been declared a worldwide pandemic by the World Health Organization. COVID-19 is extremely contagious and is believed to spread mainly from person-to-person contact. As a result, federal, state, and local governments and federal and state health agencies recommend social distancing and have, in many locations, prohibited the congregation of groups of people.

Charlotte Christian School has put in place preventive measures to reduce the spread of COVID-19. However, Charlotte Christian School cannot guarantee that you or your child(ren) will not become infected with COVID-19. Moreover, attending Charlotte Christian School could increase your risk and your child(ren)'s risk of contracting COVID-19.

By signing this agreement, you acknowledge and agree to the following:

- I acknowledge the contagious nature of COVID-19 and voluntarily assume the risk that my child(ren) and I may be exposed to or infected by COVID-19 by attending Charlotte Christian School and that such exposure or infection may result in personal injury, illness, permanent disability, and death. I understand that the risk of becoming exposed to or infected by COVID-19 at Charlotte Christian School may result from the actions, omissions, or negligence of myself and others, including, but not limited to, Charlotte Christian School employees, volunteers, and program participants and their families.
- I acknowledge the contagious nature of COVID-19 and voluntarily agree to assume all of the foregoing risks and accept sole responsibility for any injury to my child(ren) or myself (including, but not limited to, personal injury, illness, permanent disability, death, damage, loss, claim, liability, or expense, of any kind,) that I or my child(ren) may experience or incur in connection with my child(ren)'s attendance at Charlotte Christian School or participation in Charlotte Christian School's programming.
- On my behalf, and on behalf of my child(ren), I hereby release, covenant not to sue, discharge, and hold harmless Charlotte Christian School, its employees, agents, volunteers, and representatives, of and from any and all claims, including all liabilities, claims, actions, damages, costs or expenses of any kind arising out of or relating thereto (collectively, the "Claims"). I understand and agree that this release includes any claims based on the actions, omissions, or negligence of Charlotte Christian School, its employees, agents, volunteers, and representatives, whether a COVID-19 infection occurs before, during, or after participation in any Charlotte Christian School program.

School Pass

Each family must complete the daily health screening for each student prior to coming to campus. Each student will receive a daily "green pass" for a healthy screening to show during morning carpool before the student may exit their vehicle and be admitted to campus.

Red Pass Screening

If your answer to the daily health screenings results in a red pass, please contact the health room at nurse@charchrist.com or the health room at (704) 366-5657, ext. 2155 to discuss your student's symptoms prior to coming to campus.

Daily Screenings

All employees and students will conduct a self-screening at home that will consist of answering a series of questions as well as conducting a temperature check. Once on campus, all employees will have their temperature checked as well as upper school students will have their temperature checked prior to entering the building.

ON-CAMPUS CHANGES

Masks

Employees are required to wear a mask when on campus. Students are required to wear masks for most of the day. There may be situations in the classroom when social distancing, the number of students in the classroom and/or the age of the students may allow for no masks for a temporary time. Masks worn by adults and students on campus must cover both mouth and nose. Face shields, *masks with valves*, and neck gaiters are not allowed. As of May 2021, everyone on campus will still be required to wear a mask even if they have been fully vaccinated for COVID-19.

Social Distancing

Social distancing guidelines will be enforced whenever possible including offices, classrooms, etc. Classroom set-ups will be designed with limited use of tables and all desks and chairs will face the same direction with social distancing parameters in place.

HEALTH ROOM PROTOCOLS

COVID-19 Illness

[CLICK HERE](#) to access the CCS COVID-19 Decision Chart. This chart guides families through the steps to take when their student is symptomatic, asymptomatic, exposed to a COVID-19 positive individual or unsure of direction to take regarding when to keep their student home.

A PCR COVID-19 test is required if you have one of the following high risk symptoms or two or more lower risk symptoms:

COVID-19 High Risk Symptoms

- *Fever, Temperature of 100.0 or higher*
- *Chills*
- *Shortness of breath or difficulty breathing*
- *New cough*
- *Loss of taste or smell*

Two or more of the following lower risk symptoms

- *Sore throat*
- *Diarrhea, vomiting or nausea*
- *Headache*
- *Muscle pain or fatigue*
- *Congestion or runny nose*

COVID-19 Positive or Pending Household Test

You must notify the health room if you or anyone in your household *has a pending test* or has been diagnosed with COVID-19. Any student with a fever or any COVID-19 symptoms will be sent home. We ask that students are picked up within one hour of notification. Students will be asked to wear a mask when feasible until guardians arrive to sign out students. Due to infection control, the student must be picked up and signed out of the health room. Please notify the school nurse if your student has a communicable illness (i.e, chicken pox, strep throat, etc.). This may help reduce further spread of the illness.

If a student is diagnosed with COVID-19 by a medical professional based on a test or their symptoms they should stay home and may return to campus if they can answer YES to the following statements:

- It has been at least 10 days since their first symptom(s) presented.
- It has been at least 24 hours since the student has had a fever (without the use of fever reducing medication).
- The student's symptoms are improving.

- Siblings will be required to complete a 14-day quarantine from the last day of contagious exposure with the infected individual. Please note individuals are considered contagious 10 days after positive test results or symptoms starting.

If a student has one high risk COVID-19 symptom (fever, chills, shortness of breath or difficulty breathing, new cough, loss of taste or smell) OR two or more of the following symptoms (sore throat, diarrhea, nausea, vomiting, headache, muscle pain or fatigue, congestion, runny nose) they may return after receiving a negative COVID-19 PCR test OR a note from their primary care doctor stating they have an alternate diagnosis and PCP has determined a PCR COVID-19 test is not needed. If you choose not to get your student tested for COVID-19 they should stay at home and may return to campus if they can answer YES to the following statements:

It has been at least 10 days since their first symptom(s) presented.

- It has been at least 24 hours since the student has had a fever (without the use of fever reducing medication).
- The student's symptoms are improving.
- Siblings will be required to complete a 14-day quarantine from the last day of contagious exposure with the infected individual. Please note individuals are considered contagious 10 days after positive test results or symptoms starting.

If a student has been exposed to someone with a confirmed case of COVID-19, or someone in the household has had a positive test result, the student should stay home for 14 days. They must complete the full 14 days of quarantine even if they test negative.

If a student has been diagnosed with COVID-19 and is asymptomatic they must stay home for 10 days since the first positive COVID-19 test assuming they had not subsequently developed symptoms since their first positive test

Close Contact and Quarantine Information

If a student is identified as a close contact, you will receive a detailed email from the health room.

14-Day Quarantine: If a student has been exposed to someone with a confirmed case of COVID-19, the student must complete a 14-day quarantine. Testing is recommended between days 5-7 after exposure. Testing is not required to return to campus.

Optional 7-day Quarantine: A student's quarantine period after exposure as a close contact may be reduced if they have no symptoms and have a negative PCR test on day five or later after exposure. Rapid tests will NOT be accepted for shortened quarantine. The 7-day quarantine period is not an option for positive household cases.

- If you would like the shortened quarantine period, please send the following to nurse@charchrist.com
 1. Copy of negative PCR results completed day 5 or later
 2. If your student has any symptoms
 3. Date you would like your student to return to in person learning (must be day 8 or after)

*You will receive a confirmation email from the nurses clearing your student to return to school. PLEASE DO NOT SEND YOUR STUDENT TO CAMPUS PRIOR TO HEARING BACK FROM THE NURSES. *

Student Athletes Who Test Positive

If your student tests positive for COVID-19, you will need to submit a Return to Sports form that **MUST** be signed by both the primary care physician AND parent prior to returning to any sports activities. [Click here](#) to access this form. Please submit the completed form to kristy.burton@charchrist.com.

Fever – A temperature of 100 degrees or higher is considered a fever. Parents will be contacted and will need to pick up their student in the health room within one hour. A student should be fever-free (without the aid of fever-reducing medications) for 48 hours prior to returning to school. A doctor's note or negative COVID-19 PCR test is required before returning to school.

Vomiting/Diarrhea – If your student has had vomiting or diarrhea in the past 48 hours, your student will need to remain home. They may return to school when they have had 48 hours without any episodes of vomiting or diarrhea. Any student who reports vomiting or diarrhea will be sent home.

If you are unsure if your student should attend school please do not hesitate to contact the healthroom or email nurse@charchrist.com

CLEANING PROTOCOLS

Hand Sanitizer Stations

Hand sanitizer stations are available at all building entry points and will be required to use upon entry to the building. Everyone will be required to use hand sanitizer when entering and exiting the classroom.

Classroom Disinfecting

Teachers will conduct a daily cleaning of classroom supplies, manipulatives and technology. Students in grades 4-12 will clean their area with disinfectant prior to traveling to another class. Each evening the dining halls, health rooms, campus restrooms, weight rooms and athletic locker rooms will be disinfected. Classrooms, office spaces, hallways and Alkire Auditorium will be cleaned on a weekly basis by electrostatic fogging.

No Use of Water Fountains

Students are encouraged to bring water bottles from home as there will not be access to water fountains. There are numerous water filling stations available around campus.

PARENT VISITATION

All visitors during the school day will check in at the Hendrick Center or upper school office where they will complete screening, have a temperature check and sign a waiver. Visitors must wear masks when traveling on campus.

MODIFICATIONS TO SCHEDULE & DELIVERY OF EDUCATIONAL CONTENT

Flexibility of School Calendar

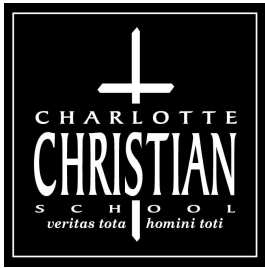
Charlotte Christian reserves the right to alter the school calendar by adding or removing the number of school days.

Flexibility to Deliver Educational Experience

Charlotte Christian School administration reserves the right to deliver academic instruction on-campus, at-home, online or a combination of both in the event that COVID-19 prevents students/staff from attending school.

[CLICK HERE](#) to access the Return to School webpage.

Revised as of 5/6/21



Volunteer Opportunities

PARENT ORGANIZATIONS

PARENT TEACHER FELLOWSHIP

The Parent Teacher Fellowship (PTF) at Charlotte Christian School serves to advance the mission of the school by encouraging faculty, staff and administrators in their efforts to impact each student spiritually, intellectually, and physically. PTF organizes and supports activities that foster meaningful parent relationships in the Charlotte Christian community, and celebrates as well as promotes our wonderful legacy and school spirit.

There are many opportunities to support Charlotte Christian School through the gift of volunteering time. All Charlotte Christian School parents are encouraged to be involved in an area of service. Please visit the Volunteer tab in the parent portal on the Charlotte Christian website for more information.

Contact: Leslie Prewette, Director of Human Resources
(704) 366-5657, ext. 6600
leslie.prewette@charchrist.com