CAROLINA CHRISTIAN SCHOOL

High School
Parent/Student Handbook
2026-2027

OUR VISION ~ Leadership, spiritual transformation, and academic excellence for the local and global community.

OUR MISSION ~ To teach the mind and guide the soul through a deeper understanding of God the Creator and His world.

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FACTS: STUDENT INFORMATION SYSTEM

FACTS is the Student Information System (SIS) used by Carolina Christian School to manage student information and communication.
Through FACTS, parents and students can:

- View grades and academic progress
- Monitor attendance
- Access class schedules
- Receive school communication and updates

FACTS provides families with a convenient way to stay informed and engaged in their child's education throughout the school year.

1. Go to the FACTS Website
Visit: **https://factsmgt.com**
Click on "Log In" and then select "Family Portal Login"

2. Enter School District Code
- Enter your school's District Code: *[CL-NC]*
- Click "Next"

3. Enter Your Login Information
- Username: Your email address (or the username you created)
- Password: Your FACTS password
- Click "Log In"

CCS CONNECT App

The CCS CONNECT App is designed to enhance the way CCS families connect with our school community. The app provides real-time access to student schedules, grades, homework, school and athletic calendars, and quick access to FACTS payments. The family portal app is free and can be used with Apple and Android devices

CCS LIONS CONNECT Download Instructions

1. Download the App. From your preferred app store, download our school app: CCS LIONS CONNECT
2. After successfully downloading the CCS LIONS CONNECT app, you will be prompted to set-up your profile.
3. CCS LIONS CONNECT will sync with FACTS Family Portal to import your student(s)' information directly to your device. Click on the Gradebook icon and you will be

directed to the FACTS Family Portal login screen. Use your existing FACTS Family Portal login credentials, including the district code CL-NC. Note: When logging in, be sure to choose the appropriate account type, Parent or Student, depending on the user.

4. Through CCS LIONS CONNECT, we can send push notifications about special events, key reminders, and points of interest. You will choose which notifications you would like to receive based on preset interest tags: Preschool (PS2, PS3, PS4) Lower School (PreK-Grade 4) Middle School (Grades 5-8) High School (Grades 9-12) Athletics Interest tags can be selected from the main menu using the tag icon

ATTENDANCE EXPECTATIONS

- All High School students will enter through the Family Life Center front doors and check in before Homeroom.
- School instruction begins at 8:10 am, and a student will be considered tardy if they are not in their classroom and ready for instruction. Your student will receive a tardy slip from the front office up until 8:20 a.m. For student drivers who arrive after 8:20 am, they must have a note or phone call from a parent or a physician's note with the reason for their late arrival. For students whose parents bring them to school, the parent must sign them in.
- A tardy slip will have to be completed in the Front Office for anyone arriving after the start of a class for any reason.
- Five (5) tardies will equal one absence on the student's record.
- Any student leaving early must be signed out by a guardian or have a Student Dismissal Form on file in the office. Each student must use the check-in and check-out system to sign in and out every time they exit the school doors. Students must provide a written excuse from a parent or medical provider to have an absence from class excused every time they are not in class.
- For extracurricular activities, students must be seated for 4 class periods to attend a practice or a game. Period 6 would not be included as a seated class if athletes must leave early from school for their game. ***Senior student-athletes must be present for at least one class period and attend a minimum of 50% of their scheduled classes on the day of an athletic event in order to be eligible to participate in practices or games. Exceptions may be considered for documented excused absences and must be approved by school administration.***
- Please use the email attendance@carolinachristianschool.com to report ALL absences.
- Excused absences are defined as an absence due to illness, death in the family, or medical/dental appointments.

- A note from a medical provider must be sent to the front office on the student's return to school.
- An absence related to school activities, i,e, a multiple-period field trip, retreat, or official athletic competition will automatically be excused by the front office prior to the event.
- A student who has an unexcused absence or unexcused tardy will not receive credit for any late work.
- In addition to the attendance expectations for all Carolina Christian School students, high school students must maintain adequate attendance to earn course credit. Students who miss more than 20 class periods in a year-long course or more than 10 class periods in a semester-long course may not receive credit for the course without approval from the Head of School.
- For courses that meet intermittently rather than daily, students must attend at least 85% of scheduled class sessions to receive credit.
- Students who exceed these attendance limits may be required to complete summer school through Carolina Christian School, at the parent/guardian's expense, in order to earn course credit.
- In order to be counted as present for a class, a student must be seated for a minimum of 35 minutes during the class period.
- College Campus Visits (Juniors or Seniors) - Two full days per school year allowed for excused absences with documentation of visitation. Special circumstances can be reviewed with the Director of Student Life. Pre-Planned College Visit (Google Form)
- Military Meetings & Testing (Juniors or Seniors) - Each of these meetings will need to be reviewed on a case-by-case basis in consultation with the Dean of Students.
- Students enrolled in *Career & College Promise* will be required to take a Dual Enrollment Study Hall. This study hall will be for the sole purpose of having a dedicated time and location for working on dual enrollment courses. Each semester, two weeks after dual enrollment classes have begun, parents may give permission for the student to no longer attend this study hall.

CAR RIDER LINE / DEPARTING SCHOOL

- School ends at 3:15 pm. All High School drivers will exit through the Family Life Center front doors. Student drivers must wait for the Lower School car line to finish before leaving campus.
- Students must have a Student Driver Form (Google Form) on file to drive and cannot give another student a ride unless they are included on the Driver Form AND have

signed permission by the parent of the student(s) that your child will be transporting.

- Students who do not drive or ride with another student will exit through the E-wing at the Choir Room doors.
- High school students with younger siblings in Lower and Middle School will report to the multi-student car rider line by the preschool awning after dismissal.
- Students who ride with older students who drive will report to the Family Life Center Front Doors. Students must have a Student Driver Release (Google Form) form completed to ride with them.
- All students should be out of the building by 3:30 pm, report to the BASC program, or to any extra-curricular activity. Students who are found in unauthorized areas of the building, church, or school grounds, other than those specifically designated for student use, may receive a disciplinary incident report through Educator's Handbook.

ACADEMIC POLICIES

High School Gradebook Policy & Expectations

Purpose

The purpose of this policy is to ensure consistency, accuracy, and integrity in grading practices across all high school courses at Carolina Christian School. A clear and consistent gradebook provides students and parents with an accurate understanding of academic progress and supports student accountability.

Grade Categories & Weights

All high school teachers will use the following grading categories and weights:

- Tests / Major Assessments – 50%
- Quizzes – 30%
- Homework / Classwork – 20%

Definitions

- Tests / Major Assessments: Unit tests, major projects, essays, and cumulative assessments demonstrating mastery
- Quizzes: Smaller assessments used to measure understanding of recent material
- Homework / Classwork: Practice assignments, daily work, and skill development tasks

Minimum Grade Requirements (Per Quarter)

To ensure accurate grade representation, teachers are expected to maintain the following minimum number of grades per quarter:

- Homework / Classwork: Minimum of 10 grades
- Quizzes: Minimum of 5 grades
- Tests: Minimum of 2–3 grades

Mid-Quarter Expectation

By the midpoint of each quarter, teachers should have entered approximately:

- 5 homework grades
- 2–3 quiz grades
- At least 1 test grade

Semester Grades

For courses that include a semester exam, the semester grade will be calculated using the following percentages:

- Quarter 1 Grade: 40%
- Quarter 2 Grade: 40%
- Semester Exam Grade: 20%

Students who qualify for and receive an exam exemption will not be required to take the semester exam. In such cases, the semester grade will be calculated using the following percentages:

- Quarter 1 Grade: 50%
- Quarter 2 Grade: 50%

Semester Exam Exemptions

This exam exemption policy applies to all courses taught by Carolina Christian School high school teachers.

Exam exemption eligibility is determined based on both academic performance and attendance during the applicable semester. Students who accumulate six (6) or more absences in a course during the semester, whether excused or unexcused, are not eligible to exempt the semester exam for that course.

School-sponsored absences, including field trips, fall retreat, club activities, athletic events, and other school-sanctioned activities, do not count toward the absence limit for exam exemption purposes.

Eligibility Guidelines
Semester 1 (Grade 11)

- Students may **exempt one exam** if the average of **Quarter 1 and Quarter 2** is an **A** (Q1+Q2)÷2=A Average

Semester 1 (Grade 12)

- Students may **exempt all exams** if the average of **Quarter 1 and Quarter 2** is an **A** (Q1+Q2)÷2=A Average

Semester 2 (Grade 11)

- Students may **exempt one exam** if the average of **Quarter 3 and Quarter 4** is an **A** (Q3+Q4)÷2=A Average

Semester 2 (Grade 12)

- Students may **exempt all exams** if the average of **Quarter 3 and Quarter 4** is an **A** (Q3+Q4)÷2=A Average

Gradebook Expectations

- Grades should be entered in a timely manner to provide accurate, up-to-date information for students and parents
- Missing assignments should be recorded as zeros after the allowed make-up period
- Gradebooks should reflect a true and accurate representation of student performance, not inflated or incomplete data
- Teachers should avoid leaving assignments ungraded for extended periods

Philosophy of Grading

At CCS, grading should reflect:

- Mastery of content (Tests)
- Understanding and progress (Quizzes)
- Practice and responsibility (Homework)

Grades should communicate what a student knows and can do, while also encouraging growth, responsibility, and integrity.

Student Promotion and Retention

- Promotion will be used to show the progress of the student from one grade level to another. Except in the case of extenuating excused absences, each student is expected to attend the designated number of school days to be eligible for promotion.
- If a student does not pass their classes in their grade level, they will be kept in that grade level until demonstrating sufficient progress that merits advancement to the next grade level.
- If there is a possibility that a student may be retained, parents will be notified well in advance of the end of the school year by the Head of School or a designated staff member. With good parent/teacher communications, there should be no instances of a parent being unaware of the student's lack of academic progress.

Report Cards

- For all students, report cards are issued four times a year. The evaluations reflect the student's performance in relation to grade-level course standards. When expectations have been modified for a student, the evaluation will indicate said modifications. All students will be offered a Parent/Teacher Conference at the end of the first grading period.
- Grades are regularly entered and constantly available to parents throughout the grading periods in FACTS. Parents are encouraged to actively monitor their child's progress.
- Prior to quarter grades being calculated for the quarter, the lowest homework grade will be dropped.

Make-Up Work Policy for Absences

- Students with an excused absence are expected to complete all missed work (homework, quizzes, and/or tests) within three days of returning to school. It is the student's responsibility to communicate with teachers about make-up assignments on or before their return date.
- Teachers may make alternative arrangements at their discretion based on individual circumstances.
- Failure to complete and submit the work within the designated time frame will result in a zero.

Make-Up Work Policy for Absences for School Events - High School

- Students who are absent for the purposes of a school-sponsored event are expected to complete all missed work (homework, quizzes, and/or tests) within four days of returning to school. It is the student's responsibility to communicate with teachers about make-up assignments on or before their return date. This does NOT apply to student athletes who must leave school early for their respective sporting events. It is the responsibility of the student athlete to inquire about assignments (homework, quizzes, and/or tests) prior to departure of their respective sporting event. Student athletes who depart early for their respective sporting events will be expected to follow the timeframe of assignments (homework, quizzes, and/or tests) due that is communicated in class.
- Teachers may make alternative arrangements at their discretion based on individual circumstances.
- Failure to complete and submit the work within the designated time frame will result in a zero.

Homework Policy

Carolina Christian School believes that homework serves to build responsibility, self-discipline, and positive habits. The faculty intends to assign relevant, challenging, and meaningful homework assignments that reinforce classroom learning objectives. Homework should provide students with opportunities to apply what they have learned, complete unfinished classroom assignments, and promote independence.
Homework assignments may include:

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

In order to give our families the opportunity to attend Wednesday night church services, homework will not be assigned on Wednesdays. Also, school work will not be assigned that must be completed during school breaks, i.e. fall break, Thanksgiving, Christmas, winter break, spring break, etc. Extra credit work assigned by a teacher would be an exception to this.

Late Work Policy

Students are expected to submit all assignments on time to develop responsibility and academic discipline. Late assignments will be subject to the following consequences:

- One day late: Partial credit will be awarded, with a deduction of 15 points.
- Two days late: Partial credit will be given, with a deduction of 30 points.
- More than two days late: No credit will be given, resulting in a zero.

Responsibility of the Staff Regarding Assignments

- Assign purposeful, relevant homework that reinforces classroom instruction and supports student learning.
- Provide clear instructions and ensure students understand the assignment's purpose; include rubrics or grading guidelines when appropriate.
- Provide timely feedback on all homework, quizzes, and tests—ideally within one week of when the work is submitted.
- Homework assignments should be reviewed and returned to students before any related quizzes are given. Likewise, quizzes should be graded and returned before the corresponding test. This ensures students have the opportunity to learn from their mistakes and review correct procedures before being assessed. For a student with unexcused late work, they forego this benefit.

- Coordinate with colleagues to manage student workload—utilize the Upper School Test Calendar and ensure no more than two tests are scheduled per student on the same day.
- Maintain open communication with parents, especially if a consistent pattern of late or incomplete work emerges.
- Ensure that all homework, assignments, and announcements—including quizzes and tests—are accurately posted and updated daily in Google Classroom by 4:30.
- Quizzes must be announced at least one day in advance, and tests at least two days in advance.

Grading Scale and GPA Calculation

CCS High School uses a 10-point numeric grading scale.

Numeric Grade	Letter Grade	Unweighted GPA Quality Points	Weighted GPA Quality Points - Honors, AP, CCP/DE
90-100	A	4.0	5.0
80-89	B	3.0	4.0
70-79	C	2.0	3.0
60-69	D	1.0	2.0
Below 60	F	0.0	1.0

Certain high school courses are assigned weighted GPA quality points, which can result in a weighted GPA exceeding 4.0. These additional points reflect the increased academic rigor of specific courses. CCS assigns one additional quality point for Honors Courses, AP Courses, and Career & College Promise/Dual Enrollment courses.
A weighted GPA is calculated by adding the extra quality points and then dividing by the total number of credit hours.
Example:
A student takes two courses:

- Regular course: 3 credit hours, Grade B (3.0 on a 4.0 scale) = 9 quality points (3 x 3.0).
- Honors course: 3 credit hours, Grade B (4.0 on a 4.0 scale, plus 1.0 for Honors) = 15 quality points (3 x 4.0 + 3 x 1.0).

Calculating Weighted GPA:
Total quality points: 9 + 15 = 24, Total credit hours: 3 + 3 = 6, and Weighted GPA: 24 / 6 = 4.0.

High School Graduation Requirements

Monitoring a student's progress toward graduation is a shared responsibility between the student, parents/guardians, and the CCS Dean of Students. The Dean of Students meets with students annually to review graduation requirements and ensure they remain on track. Any questions or concerns regarding graduation requirements should be directed to the Dean of Students.

Carolina Christian School's graduation requirements are designed to promote academic rigor. Students planning to pursue college or university admission are strongly encouraged to review the specific entrance requirements of each institution to ensure they meet all necessary criteria.

To earn a diploma from CCS, students must complete a minimum of 24 units of study, including the following:

Course (*notes Honors availability)	Units
Math ☐ Math I (Algebra 1*) ☐ Math II (Geometry*) ☐ Math III (Algebra 2*) ☐ Math IV (Determined by Post-High School Plans)	4
English ☐ English I (Fundamentals of Literature*) ☐ English II (World Literature*) ☐ English III (American Literature*) ☐ English IV (British Literature*)	4
Social Studies ☐ World History* ☐ American History* ☐ Government & Economics*	3 (4 Required beginning 27-28)

☐ SS IV (Required beginning 27-28)	
Science ☐ Earth and Environmental Science* ☐ Biology* ☐ Chemistry*	3
Bible ☐ Old Testament Survey ☐ New Testament Survey ☐ Practical Theology ☐ Worldview & Apologetics	4 or a semester of Bible for every year a student attends CCS
Foreign Language	2
Health (CPR included, beginning 25-26 state requirement)	0.5
PE	0.5
Fine Arts	0.5
Elective Units	2.5
Computer Science (Required beginning 27-28)	(1 Required beginning 27-28)
TOTAL	24 Minimum (26 Required beginning 27-28)

Additionally, students must score a minimum of 800 on the PSAT or SAT or a 14 on the Pre-ACT or ACT to qualify for Graduation.

High school students who complete a full season of a CCS varsity sport will earn 0.5 credit, which will be recorded on their transcript as an elective. Only one varsity sport per academic year may be applied toward an elective credit (0.5), with a maximum of two Varsity Sport electives (1.0) counting towards elective graduation requirements.

Add/Drop Classes

If a student elects to drop a class, the request must be made to the Dean of Students within the first 5 class periods in order to prevent the class from showing up on a

transcript. Afterward, the class will be shown on the transcript and be recorded as either a WP (withdraw passing) or WF (withdraw failing).

Honors Courses

The following courses will only be taught at an honors level:

- HS Math - Algebra I, Geometry, Algebra II, Pre-Calculus
- HS English - Fundamentals of Literature, World Literature, American Literature, British Literature
- HS History - World History, US History, American Government/Economics
- HS Science - Earth and Environmental Science, Biology, Chemistry

Credit Recovery & Credit Replacement Policy

Repeating a Failed Course – Credit Recovery Options

When a student does not pass a course, the following options are available:

- Option 1: No Retake (Non-Graduation Requirement) If the failed course is an elective not required for graduation, the student may choose to leave the failing grade on the transcript and simply move forward by enrolling in a different course.
- Option 2: Credit Recovery (CR) Students may retake the course through an approved online Credit Recovery (CR) program. This is a condensed version of the original course designed to allow students to earn credit. Upon completion, the CR course will be recorded as Pass (P) or Fail (F) on the transcript and will not impact the student's GPA. However, the original failing grade will remain on the transcript and will continue to be included in GPA calculations.
- Option 3: Grade Suppression (Full Course Retake) Students may choose to retake the entire course on campus. In this case, the new grade will fully replace the original grade on both the transcript and in GPA calculations. The initial failing grade will no longer appear on the transcript.

Repeating a Course for Which Credit Was Earned – Grade Replacement Policy

At CCS, we recognize that students may wish to repeat a previously passed course to strengthen their understanding or improve academic performance. Students may request to retake a course under the Grade Replacement policy, subject to the following conditions:

Eligibility & Approval Process

- A written request must be submitted to the Dean of Students within 30 days of the end of the semester in which the original course was completed.
- The request must include a parent/guardian signature.

- Final approval is granted by the Principal.
- Seat availability is required; priority is given to students enrolling in the course for the first time or retaking it due to a failing grade.

Course Requirements

- The repeated course must be an exact match to the original and must be taken on campus during the regular school day.
- If the course is a graduation requirement, a comparable alternative may be taken on campus with administrative approval.
  The course must be repeated within two semesters of the original attempt.
- Each course may be repeated only once.
- Students may repeat a maximum of four previously passed courses during their high school career.

Transcript & GPA Impact

- Upon completion, the new grade will replace the original on the transcript and will be used in GPA calculations, regardless of whether the new grade is higher or lower.
- The original grade will be marked with "GS" (Grade Suppressed) to indicate that grade replacement has been applied.
- Graduation credit is awarded only once for any repeated course.

Coursework Fees

If a student is given permission by CCS to enroll in an online course (Ex: Sevenstar for Foreign Language), the initial course fee will be paid for by CCS. However, if the student fails the course and needs to retake it online, the cost of the retake will be the responsibility of the parent or guardian.

Career and College Promise / Dual Enrollment

Career & College Promise (CCP) is North Carolina's dual enrollment program for high school students. It enables eligible students to enroll in college courses through local community colleges and universities while still in high school. Please see CCP eligibility here These courses earn college credit and may also count toward high school graduation requirements (dual credit). CCP classes will be designated as Honors-level courses and will be recorded on the student's report card each semester. At the end of each semester, Carolina Christian School will receive the final CCP grades from the college as letter grades only (A, B, C, or D). These letter grades will be recorded on your high school report card as stated in the chart below. If a student earns a grade higher than the standard benchmark (e.g., 95, 85, etc.), they may request an update to reflect the higher grade. To do so, the student must print a detailed grade report showing all assignments and grades, with no

incomplete or pending work, and submit it along with a formal request to have the reported grade adjusted accordingly. This request should be submitted to the Dean of Students for review.

College/University Semester Grade	CCS High School Grade (Honors Level Course)
A	95
B	85
C	75
D	65
F	Will not be entered on the CCS Transcript

Students may earn dual credit for any high school course and meet graduation requirements using an appropriate college course or combination of college courses. Please see the following reference: Career and College Promise Equivalency Credits https://www.dpi.nc.gov/students-families/enhanced-opportunities/advanced-learning-and-gifted-education/career-and-college-promise

College and university courses shall earn high school dual credit as specified below:

College/University Semester Hours Credit	CCS High School Credits
1-2	0
3-4	1
5-8	2
9 or more	3

College courses that carry only 1–2 semester hours of credit are not eligible for high school credit at CCS. As such, these courses will not appear on the CCS high school transcript, since no high school credit is awarded.

Other helpful information:

Comprehensive Articulation Agreement Transfer Course List
https://www.nccommunitycolleges.edu/students/enrollment-and-registration/university-transfer/articulation-agreements/comprehensive-articulation-agreement/

High School Transcript Request

Parents and students age 18 or older may request high school transcripts and have official, sealed copies sent directly to designated institutions or agencies. To initiate this process, please email the Dean of Students at least two weeks before the stated deadline.

Please note that transcripts are only considered official if they are sent in sealed envelopes directly from the school.

For CCS students who attended high school during the transition from a 7-point to a 10-point grading scale, a note will be included on their transcript to indicate and clarify this grading scale change during their enrollment. 2023-24 was the final year of using the 7-point scale, and the 2024-25 school year began the use of a 10-point scale.

STUDENT LIFE

The underlying foundation and philosophy for all student conduct policies and procedures is based upon biblical principles. In matters of morality and practice, we hold guidelines as biblically stated. The school is best able to provide an enriching, enjoyable, and constructive educational experience for each student by maintaining a positive and disciplined learning environment where consideration is given to each person's needs.

It is our responsibility to provide the proper learning environment for students. It is the student's responsibility to make the commitment to live within the rules and regulations that are necessary for us to function together each school day in a God-honoring manner. Discipline can be defined as self-control. In a well-disciplined classroom, both the teacher and the student exercise self-control. Any breakdown in self-control by individuals hinders learning.

Matthew 18 Principle

Teachers, students, and our CCS Community as a whole are expected to follow the Matthew 18 Principle. Discuss any concerns (academic, social, or behavioral) before leaving school for the day with the person it concerns.

ROOTED

Colossians 2:6–7
"Therefore, as you received Christ Jesus the Lord, so walk in Him, rooted and built up in Him and established in the faith…abounding in thanksgiving."

At Carolina Christian School, we strive to honor God in all we do. The ROOTED principles help guide our character and conduct:

R – Show RESPECT

Honor those God has placed in your life.
✅ Listen well
✅ Show appreciation
✅ Choose a respectful attitude

O – Follow with OBEDIENCE

Follow God's Word and school expectations with a willing heart.
✅ Actions reflect your faith
✅ Obedience is a form of worship
✅ Lead by example

O – Take OWNERSHIP

Take responsibility for your behavior, growth, and environment.
✅ Own your choices
✅ Care for school and church property
✅ Be a good steward

T – Be a TRUSTWORTHY Team Player

Live with integrity and honor God with your body.
✅ Make wise, God-honoring choices
✅ Avoid dishonoring influences
✅ Protect your heart and body

E – EDIFY Others and Self

Do your best in all things—for God's glory.
✅ Be kind and helpful
✅ Show care for people and places
✅ Uplift others made in God's image

D – Be a DOER of the Word

Grow in Christ and help others do the same.
✅ Seek Jesus daily
✅ Encourage and walk with others
✅ Be a light wherever you go

By embracing these principles, we create a nurturing and respectful environment that reflects our shared commitment to faith and excellence.

Educator's Handbook

Educator's Handbook is a program used to document all behavior. This program will be used as a tool to keep note of exemplary behavior as well as areas where students can grow. Educator's Handbook will allow teachers and administration to collect data and observe trends to help guide and improve behavioral patterns.

Words of Affirmation

The underlying foundation and philosophy for all student conduct policies and procedures are based upon biblical principles. In matters of morality and practice, we hold guidelines as biblically stated. The school is best able to provide an enriching, enjoyable, and constructive educational experience for each student by maintaining a positive and disciplined learning environment where consideration is given to each person's needs. The Bible is clear on the role of believers to affirm one another by encouraging others and speaking kind words. With this understanding, the CCS staff will look for ways to affirm our students by recognizing positive character traits and efforts. In doing so, CCS staff members will assign "Merits" as an affirmation of the student.

Accountability Codes

Category 1 (Minor): Academic Integrity & Student Responsibility

- Academic Infractions*
- Class disruption
- Dress code violation: Receive conduct code and must fix the dress code issue at the time of the infraction
- Eating or chewing gum at inappropriate times.
- Excessive talking or talking without permission
- Failure to comply with instructions
- Inattentive
- Not prepared for class: Pencil, Paper, Charged Computer, Notebooks, Textbooks
- Dishonesty (Teacher Discretion)

- Disrespect to Staff or Classmates (Teacher Discretion)
- In off-limits area of campus. This includes students who are on campus after 3:30 should be in BASC or club/athletic staff-monitored activity.
- Inappropriate speech (swear words, sexual innuendos, gestures, or jokes, etc.)

Consequences for Category 1 (Minor): Academic Integrity & Student Responsibility

- One conduct code with parent email notification.
- At 4 conduct codes, a 2-hour detention will be assigned. Additionally, the administration will counsel the student on ways to avoid accumulating more codes. An email notification of a meeting will be sent to parents.
- After one 2-hour detention, the student will only be allowed to receive 2 additional conduct codes before being assigned a 1-day in-school suspension.
- After one 1-day in-school suspension, the student will only be allowed to receive 2 additional conduct codes before being assigned a 1-day out of school suspension.
- Every semester, a new slate begins for counting Category 1 infractions.

Category 2 (Major): Character Formation

- Dishonesty (Teacher Discretion)
- Destruction or misuse of school property
- Disrespect to Staff or Classmates (Teacher Discretion)
- Inappropriate speech (vulgarities, sexually explicit phrases, gestures, or jokes, etc.)
- Outright Disobedience
- Improper use of technology and/or cell phone usage during school hours
- On-campus driving violation
- Public Display of Affection
- Horseplay - CCS will not tolerate horseplay. This includes but is not limited to slapping, twisting, non-sexual touching, and other types of engagement with other students that are inappropriate for a school setting. These actions can escalate into physical violence at worst and distraction from studies at the least.

Consequences for Category 2 (Major): Character Formation

- An automatic 2-hour detention notice will be assigned.
- If a second Category 2 code is given, In School Suspension will be assigned.
- If a third Category 2 code is given, Out of School Suspension will be assigned.
- After ISS and OSS have been utilized, the CCS School Board, at the Head of School's recommendation, may ask a student to withdraw from CCS, expel him/her, or not allow him/her to re-enroll if he/she engages in major disciplinary infractions or does not reflect a desire to live within the philosophy of CCS.
- Every semester, a new slate begins for counting Category 2 infractions.

The process above will be used for normal disciplinary concerns. If any disciplinary incident is serious enough, the process may be accelerated.

Category 3: Serious Infractions

- Fighting
- Vandalism of school property or graffiti
- Possession of alcohol or drugs (Expulsion)
- Possession or use of weapons (Expulsion)
- Failure to appear for detention
- Practice sexual impurity as defined in 1 Corinthians 6:18-20
- Sexual harassment
- Stealing
- Truancy
- Bullying
    - Bullying or harassing behavior is any pattern of gestures or written, electronic, or verbal communications, or any physical act or any threatening communication, that takes place on school property or at any school-sponsored function, and that: (1) Places a student or school employee in actual and reasonable fear of harm to his or her person or damage to his or her property; or (2) Creates or is certain to create a hostile environment by substantially interfering with or impairing a student's educational performance, opportunities, or benefits. For purposes of this section, "hostile environment" means that the victim subjectively views the conduct as bullying or harassing behavior and the conduct is objectively severe or pervasive enough that a reasonable person would agree that it is bullying or harassing behavior. Bullying or harassing behavior includes, but is not limited to, acts reasonably perceived as being motivated by any actual or perceived differentiating characteristic, such as race, color, religion, ancestry, national origin, gender, socioeconomic status, academic status, gender identity, physical appearance, sexual orientation, or mental, physical, developmental, or sensory disability, or by association with a person who has or is perceived to have one or more of these characteristics. Reference: https://www.ncleg.net/EnactedLegislation/Statutes/PDF/ByArticle/Chapter_115c/Article_29C.pdf

Consequences for Category 3: Serious Infractions

Suspension or Expulsion

Suspension will be determined by the Head of School. The Head of School will recommend a student's expulsion to the CCS School Board for final review and decision.

Conduct Code Consequences Overview

- Notification: Every time a conduct code (Category 1 or 2) is entered into on our new student behavior platform, Educator's Handbook, an email will be sent to the student, parent, and academic team.

Detentions

A detention will be 2 hours in length and scheduled as needed. Students will report to the administration. Detentions may include general cleaning around the school and grounds; therefore, students should dress accordingly. Detention must be served within one week of the assigned date. If necessary, students are expected to miss extracurricular activities to fulfill this requirement.

ISS

In-School Suspension is defined as a temporary separation from the classroom environment. All class work for ISS receives full credit if turned in on the assignment due date. Grading for work turned in beyond the due date will be evaluated according to the Late Work Policy. Students are responsible for being prepared for the following day's school work. Students assigned to ISS will not be permitted to participate in any extracurricular activities on the day the ISS is served.

OSS

Out of School Suspension is defined as a temporary absence from school. When a student is suspended from school, they are not permitted on campus at any time or to attend any school events. Classwork is to be completed at home as assigned and turned in upon return to regular classes. All class work for OSS will receive half credit. Grading for work turned in beyond the due date will be evaluated according to the late-work policy. Students are responsible for being prepared for the following day's school work. No quizzes or tests will be given to a student during OSS, but will be given on the day they return to school.

- Each code will be followed by a restorative process focused on reconciliation and restoring right relationships in the school community.
- Every time a conduct code (Category 1 or 2) is entered into Educator's Handbook, an email will be sent to the student, parent, and academic team.

- If a 2-hour detention has already been assigned for a Category 1 code and a Category 2 code is later given, the consequence will immediately escalate to a 1-day In-School Suspension (ISS).

Number of Codes	Category 1	Category 2	Category 3
1	Code given	Code given with a 2-hour Detention	Code given with suspension or expulsion
2	Code given	Code given with a 1-day In-School Suspension (ISS)	
3	Code given	Code given with a 1-day Out-of-School Suspension (OSS)	
4	Code given with a 2-hour Detention	Code given with a 2-day Out-of-School Suspension (OSS)	
5	Code given		
6	Code given with a 1-day In-School Suspension (ISS)		
7	Code given		
8	Code given with a 1-day Out-of-School Suspension (OSS)		
9	Code given with a 2-day Out-of-School Suspension (OSS)		

***Academic Infractions**

- Using unauthorized materials or receiving unauthorized assistance during an examination or in connection with any work completed for academic credit. Unauthorized material may include (but is not limited to) notes, textbooks, previous examinations, exhibits, experiments, papers, or other supplementary items.

- Giving false or misleading information regarding an academic matter.
- Copying information from another student—whether during an exam, quiz, classwork, or homework—is considered cheating because it involves presenting someone else's work or knowledge as your own, which violates principles of academic honesty and integrity.
- Rendering unauthorized assistance to another student by knowingly permitting him or her to see a copy of all or a portion of an examination, or any work to be submitted for academic credit.
- Discussing any examination with another student before all students have completed the examination.
  Obtaining prior knowledge of examination materials (including using copies of previously given examinations) in an unauthorized manner. Selling or giving to another student unauthorized copies of any portion of an examination.
- Using a commercially prepared paper or research project, or submitting for academic credit for any work completed by someone else.
- Falsifying reasons why a student did not attend a required class or take a scheduled examination.
- Making unauthorized changes in any reported grade or on an official academic report form, such as in-class grading.
- Falsifying scientific or other data submitted for academic credit.
- Collaborating in an unauthorized manner with one or more students on an examination or any work submitted for academic credit, including classwork and homework.
- Committing the act of plagiarism, the deliberate copying, writing, or presenting as one's own information, ideas, or phrasing of another person without proper acknowledgement of the true source.
- Using computing facilities or library resources in an academically dishonest manner or a manner that betrays the values of Carolina Christian School.

Use of Artificial Intelligence (AI)

The use of artificial intelligence tools (such as ChatGPT, GrammarlyGO, or other AI-based writing or problem-solving platforms) to complete assignments, tests, or projects is not permitted unless explicitly authorized by the teacher. Submitting work generated by AI as your own is considered a violation of academic integrity.

Students are expected to submit original work that reflects their understanding and effort. Any unauthorized use of AI will result in disciplinary action as outlined in the Academic Integrity Policy.

Note: All reports and papers are subject to review through plagiarism detection software to ensure academic integrity.

Expulsion

Expulsion is defined as complete dismissal from Carolina Christian School. If expulsion is required, the family will not receive a refund of the tuition that has been paid to Carolina Christian School. The parents have the right to file a formal appeal in writing with the CCS School Board, which has the final decision. No appeals may be made to the Pastor or the Session of Carolina Presbyterian Church.

Readmission after Expulsion or Forced Withdrawal

Parents who seek readmission or participation in school activities (athletics, clubs, fine arts) of a student expelled or withdrawn as a result of the disciplinary process shall request such by a letter to the Head of School. There should be evidence of a changed attitude sustained over time. It is the School's policy not to re-admit a previously expelled student for at least one year from the date of expulsion. The School Board, or its delegated committee, will make a decision based on the student's attitude and circumstances at the time of reapplication.

DISMISSAL FROM SCHOOL

Immediate Withdrawal

Students who commit serious conduct infractions may be asked to withdraw from CCS immediately, depending on the level of danger, risk, influence on others, effect on the integrity and safety of others, perceived desire to change, and past conduct history.
If parents do not accept the recommendations from the Head of School to withdraw the student, the School Board will study the case and decide if the student will be expelled immediately.

PUBLIC DISPLAY OF AFFECTION

No public display of affection is allowed at CCS, at any CCS-sponsored event, or at any event in which CCS is represented. This does include holding hands. This is a 2-hour detention.

DRUG, ALCOHOL, AND TOBACCO/VAPING POLICY

Students at Carolina Christian School are expected to abstain both on and off the campus and at all times (24/7/365) from the use or possession of alcoholic beverages, tobacco, vaping paraphernalia, drugs, and pornography, as well as from gambling and other undesirable practices that are generally recognized to be harmful to health and Christian character. (1 Cor. 6:19-20) If a student is caught on campus with this behavior, this will result in a suspension or expulsion. If a student is caught off-campus, this will be reviewed on a case-by-case basis and will also potentially result in suspension or expulsion.

LOCKERS

Carolina Christian School is a shared, multi-use facility. For this reason, we strongly recommend that each student use a sturdy combination lock to secure their personal belongings. Students are responsible for the safety of their books, calculators, electronics, and other valuables. We encourage students to take valuable items home each day, as CCS is not responsible for lost or stolen items.

All Upper School students are assigned a locker. Only combination locks are permitted, and students may not place a lock on their locker until the lock combination has been provided to both the Homeroom teacher and the Front Office.

Appropriate items for lockers:

- Books and notebooks
- Lunch boxes and snacks
- Magnetic decorative items on the inside only
- Clean plastic forks or spoons for lunch – no metal knives should be brought to school.

Inappropriate items for lockers:

- Trash of any sort
- Food items left overnight
- Permanent decorative items, stickers, or items of any sort on the exterior are prohibited. Pictures can be put up with Scotch Tape.
- Any items banned from the campus also apply to lockers. For example, lighters, knives of any kind, or guns.

HIGH SCHOOL TECHNOLOGY POLICY

To maintain a focused and respectful learning environment, the following expectations apply to all student devices during the school day:

📱 Phones

- Phones must be powered off and stored in backpacks from arrival until dismissal.
- Use of phones is not permitted at any time during the school day, including during class transitions, breaks, and lunch.
- An exception to the cell phone policy may be granted if a student enrolled in a CCP/Dual Enrollment course needs to access a "one-time user authorization code" in order to log in to their course portal. This use is permitted only with the acknowledgement and approval of the classroom teacher at the time of access.

⌚ Smartwatches

- Smartwatches must be set to airplane mode throughout the school day.
- Smartwatches may only be used as standard timepieces.

💻 Laptops and Chromebooks

- Laptops should be closed and stored away during lunch and class transitions.
- Devices are to be used only for academic purposes during class or study times as directed by the teacher.

Note: Students are prohibited from using their electronic devices to take unauthorized photos or videos of other students or staff members at school.

If a student needs to contact their parents during the school day, a note from the teacher to use the school phone will be needed. Parents, please contact the school and leave a message for your student during school hours. Students are not to text or call on their cell phones unless in the presence of an Administrative staff member at the Front Office. If the student needs to call home for any reason, that will need to be communicated to their teacher, who will then make a referral to the office.

Possession of a cell phone, Smartwatch, or other electronic device by a student on the campus of CCS is a privilege that may be forfeited by any student who fails to abide by the terms of
this policy. Violations of this policy may result in disciplinary action against the student, which may include confiscation of the cell phone, smartwatch, or electronic device, which will be returned at the discretion of an administrator.

A student who possesses a cell phone, a Smartwatch, or other electronic device at extracurricular activities shall assume responsibility for its care. At no time shall Carolina Christian School be responsible for preventing theft, loss, or damage to cell phones or any electronic devices brought onto its property. In addition, please make sure the content of the devices contains no inappropriate material.

Student Personal Laptop Policy:

- High School Students at CCS are allowed to use their personal laptop computers at school for **academic purposes**.
- Computers will be limited to academic settings, times, and purposes with teacher permission.
- Student computers may not be used to play music, games, DVDs, IM, chat, email, or any other non-academic function without teacher approval during school hours.
- Students will not be allowed internet access without teacher supervision and parent approval.
- CCS is not responsible for any damage or theft that may occur to personal computers. Therefore, it is the student's responsibility to secure and protect their computers and the information or property contained therein.
- Tampering with another student's computer, stealing information, or illegally sharing information is forbidden.
- CCS will not provide software for a student's personal computer.
- Students may not access or transmit material that is profane, abusive, or otherwise questionable.
- Students may not download material and incorporate it into their work without properly identifying its source – no plagiarism.
- Students may not use their computers to violate local, state, or federal laws. This includes transmitting threatening information.
- Any program or personal software that interferes with the CCS network or that causes undue technical support time must be removed.

Social Media and Acceptable Use Policy

Students are responsible for using common sense, ethical standards, and good manners when online or texting. "Online" includes email, instant messaging, social networks, blogs, personal webpages, and other similar sites accessed through the Internet. Do not assume anything sent through these methods is private communication. Social Networking, even marked as private, is
not always private.

Students who post or send inappropriate material will face disciplinary actions as outlined in the Student Handbook, including suspension or expulsion. Unacceptable communication is forbidden at all times and includes:

- Alcohol or drug-related pictures and or involvement
- Profane, lewd, obscene, vulgar, and racy language
- Cyberbullying
- Sexually provocative pictures
- Threatening images, including weapons, physical violence, or the like
- Statements to, about, or directed toward another student that may reasonably be interpreted as harassing, intimidating, threatening, bullying, insulting, mocking, degrading, or otherwise intended to embarrass, belittle, or harm another student are prohibited.
- Involving the use of drugs or alcohol
- Harassing (persistently acting in a manner that distresses or annoys another person)
- Sexually provocative
- Threatening or disrespectful
- Knowingly post false or defamatory information about a person or organization

If you are told by another student to stop sending messages, you must stop. Students should report all such incidents of misconduct to a parent, teacher, or administrator immediately.

Purpose of Social Media Guidelines

Carolina Christian School realizes that part of 21st-century learning is adapting to the ever-changing methods of communication. The importance of teachers, students, and parents engaging, collaborating, learning, and sharing in these constantly changing digital environments is a part of 21st-century learning. To this aim, CCS has adopted the following guidelines to provide direction for employees, students, and the CCS community when participating in certain online social media activities:

- It is important to create an atmosphere of trust and individual accountability. Information produced and/or posted online by employees, students, and families is a reflection on the entire school and is subject to the school's Acceptable Use Policy and Student Code of Conduct.
- Personal postings, even if marked private, may also be subject to relevant CCS policies and procedures, in addition to relevant local, state, and federal laws.
- Accessing, creating or contributing to any online content, such as blogs, wikis, podcast or other social media that is in violation of policies, or disparages or is disrespectful to CCS employees, students, or parents can result in consequences outlined in the school's Acceptable Use Policy and/or Code of Conduct.

DRESS CODE - HIGH SCHOOL

Uniform and Dress Code Philosophy

The uniform and dress code at Carolina Christian School is designed to help students glorify God through self-discipline and to understand that certain clothing and styles are more appropriate in specific settings. As followers of Christ, we are called to be set apart from the culture around us. While trends may come and go, our standards are rooted in honoring God through modesty, respect, and appropriateness.

Since students prepare for school at home and clothing is typically selected and purchased as a family, CCS seeks to partner with parents in guiding students toward wise and appropriate wardrobe choices. We strongly encourage families to address dress expectations at home to ensure alignment with school standards.

The dress code serves as a clear framework that parents are expected to support and students are required to follow. Final decisions regarding the appropriateness of clothing or appearance—whether or not specifically outlined in the policy—rest with the school administration.

On chapel days, high school students are expected to dress in business casual attire, reflecting respect for the occasion and a commitment to excellence. Business casual is generally defined as professional, neat, and presentable attire that is less formal than traditional business wear but more polished than casual clothing. It strikes a balance between comfort and professionalism. Examples of business casual attire include:

- Collared shirts, polo shirts, blouses, sweaters, and modest dresses
- Khaki pants, dress pants, chinos, skirts, and other tailored clothing (No shorts)
- Dress shoes, loafers, flats, and other clean, professional footwear

Clothing choices can impact both attitude and behavior. For this reason, the following dress code outlines expectations for student attire during the school day and at all school-related events.

For more spiritwear options, please visit The Lions Store at https://ccs.checkoutstores.com/

High School Appearance Code

Carolina Christian School strives to maintain a positive and professional learning environment, which reflects God's call to modesty and purity. Consequently, our appearance should encourage concentrated study and should in no way distract from the learning process. Therefore, our appearance code is defined by two specific standards: Modesty and Professionalism.

- The general guidelines for the length of shorts, skirts and dresses require that they must be no shorter than a 7-inch inseam. A 7-inch inseam is measured from the crotch seam to the bottom hem of the garment along the inside of the leg. Shorts must have a minimum inseam length of 7 inches to comply with the school dress code. For skirts, dresses, skorts, and similar garments that do not have an inseam, the garment should be of comparable length to a 7-inch inseam short. To determine compliance, measure from the inseam area at the top of the inner thigh straight down to the hemline. As a general guideline, the hem should extend to approximately mid-thigh or longer when standing. School administration reserves the right to make final determinations regarding the appropriateness and compliance of all attire.
- Jeans must be in good condition and may not have holes or rips in them. They must not be tight or revealing.
- Pants may not be constructed of a knit fabric and must have pockets, and should not be constructed in an overall style that is too tight or body shape-revealing. Under no circumstances are leggings considered pants. Leggings and all "legging-type pants" should not be worn to school.
- Clothing should completely cover undergarments, including bra straps and necessary parts of the body, at all times. Girls should take care to ensure tops are not plunging or revealing at the neckline. Girls may not wear Crop Tops. Boys and girls both should take care to cover their midsections while standing in a normal posture.
- During school hours, co-curriculars, activities, and events, boys are expected to keep a shirt on at all times.
- Formal Event Dress Standards: The principle of modesty remains the guiding standard for dress at these events. This included selecting a dress that is appropriate in length, as well as providing appropriate coverage that is not low-cut or plunging at the neckline. For formal events that include dancing, dresses must have straps.

We want students to be comfortable, but we also expect that Carolina Christian School students' appearance should meet basic standards. As a learning community committed to excellence, we desire students to wear clothes that are appropriate and create this type of learning environment. This is a place to prepare our students for their future when they may have various appearance codes at their workplace or other venues.

- For both boys and girls, shorts must have an inseam length of at least 7 inches. Many in style sorts do not meet this professional requirement and should thus be saved for at home. A 7-inch inseam is measured from the crotch seam to the bottom hem of the garment along the inside of the leg. Shorts must have a

minimum inseam length of 7 inches to comply with the school dress code. For skirts, dresses, skorts, and similar garments that do not have an inseam, the garment should be of comparable length to a 7-inch inseam short. To determine compliance, measure from the inseam area at the top of the inner thigh straight down to the hemline. As a general guideline, the hem should extend to approximately mid-thigh or longer when standing. School administration reserves the right to make final determinations regarding the appropriateness and compliance of all attire.

- Athletic attire is not acceptable outside of PE class, athletic practices, or rehearsals. This includes shorts, sweatpants, joggers, yoga pants, and slides..
- All clothing should be in good repair. Clothing with holes, patches, or ragged/frayed ends may not be worn. This includes clothes that are designed with frayed/ragged ends or holes. - Shirts must cover the shoulders. Tank tops or sleeveless shirts for either girls or boys are not acceptable school attire. At no time should undergarments be showing, including bra straps.
- Hats or bandanas are not to be worn inside the building. Special permission may be given by the Administration due to extenuating circumstances or special events, i.e., CCS school-sponsored Hat Day.
- Designs or slogans that do not meet the professional standards of CCS are inappropriate, regardless of whether they are on clothing or personal belongings. Clothing, decoration on clothing or personal items, which promote musicians, musical events, TV stars, movies, or Fraternities/Sororities should not be worn at school. We do not care to debate or interpret what is Christian, quasi-Christian, or anti-Christian music, TV, or entertainment.
- Hair should look neat and natural. Any hairstyle, hair color, or head appearance, which includes but is not limited to unnatural coloring, Mohawks, or designs shaved into heads, that tends to call undue attention, is not acceptable. Hair should always be out of the eyes, regardless of how it is kept or worn, neatly trimmed and well-groomed at all times. Boys' hair should be cut or pulled up at all times, so that it is off the shoulders. Any facial hair must be well-groomed and non-distracting. Dying hair, coloring tips, etc., are permitted only if the color does not call undue attention to the individual.
- Any clothing or personal appearance that tends to call undue attention to the individual is not acceptable.
- Boys may not wear earrings to school or school functions, and piercings other than earrings or nose studs for girls are not appropriate. Students who have such piercings will be required to remove their body jewelry when they arrive at school or put in an invisible spacer during the school day. Visible tattoos or "body art" are not appropriate for students.

- All tattoos for students must be covered while on campus.
- Wednesdays are Chapel days for High School. Students are to wear business casual attire on Wednesdays. Business casual is generally defined as professional, neat, and presentable attire that is less formal than traditional business wear but more polished than casual clothing. It strikes a balance between comfort and professionalism. Examples of business casual attire include:
    - Collared shirts, polo shirts, blouses, sweaters, and modest dresses
    - Khaki pants, dress pants, chinos, skirts, and other tailored clothing
    - Dress shoes, loafers, flats, and other clean, professional footwear

Athletic Dress Code

Boys:

- Shirts must be worn at all times, both inside and outside of the building.
- Shirts must not be altered, cut, twisted, or manipulated to expose unnecessary skin on the torso, back, or chest area.
- Sleeveless shirts are acceptable if part of the required practice uniform.
- All shorts, whether worn inside a building or outside, must have at least a 5-inch inseam.
- Spandex is acceptable only if shorts with at least a 5-inch inseam are worn over the spandex.
- Spandex worn alone is not acceptable.

Girls:

- Shirts must be worn at all times, both inside and outside of the building.
- Shirts must not be altered, cut, twisted, or manipulated to expose unnecessary skin on the torso, back, or chest area.
- Sleeveless shirts are acceptable only if part of the required practice uniform.
- Undergarments must not be visible at any time during practice or workout.
- All shorts, whether worn inside a building or outside, must have at least a 5-inch inseam.
- Spandex is acceptable only if shorts with at least a 5-inch inseam are worn over the spandex.
- Spandex worn alone is not acceptable.
- Full-length spandex, or spandex that extends down to just above the knee, is not acceptable to wear while working out on campus without shorts on top of them.

We realize appearance and dress code may feel subjective, but CCS faculty, staff, and administration work to apply these standards consistently. When a student is asked to modify their dress, we expect a respectful response, even if a student or parent is not in agreement. If a student is found to be out of dress code, he/she will be required to correct

the situation by changing clothes. The use of duct tape, band-aids, or other efforts to cover dress code violations is not acceptable. Students must be notified of all infractions. If a student is not able to correct the violation quickly so that they can return to class, the student must wait in the front school lobby until alternative clothing is brought to them at school. Students may not leave campus to get other clothes and must have a parent or other adult bring them to them at school. In case of piercings that are outside of the dress code, the students will be asked to remove the jewelry immediately. Students will be allowed one warning for a dress code violation. Additional instances will be seen as a sign of disrespect and will result in conduct codes.

HIGH SCHOOL DRIVING POLICY

Before a student may drive a car to school, the student must acquire, complete, and turn in the Student Driver Form.

CCS Driving Requirements:

- Students must have a valid NC driver's license.
- Student drivers may not leave school without permission from their parents every time they leave campus.
- If a student becomes ill during the day, they may drive home only after checking out at the School Nurse's Office and after confirming with the Front Office that parent permission has been given for the student to drive home.
- Student drivers may not leave school to pick up food.
- Students may not sit in their cars or loiter in the parking lot at any time.
- Students arriving between 7:50 am - 8:10 am must join the car rider line by entering at the 2nd church entrance, using the gravel driveway, and may pull out of the line at the student parking area.
- Students may park in the student parking lot only and may not back into a space.
- Students may not provide rides for other students without both parents' permission and the Student Driving Form and Transportation Waiver completed and on file in the Front Office.
- For athletic team members: Students who are required by the school to participate in an extra-curricular event are expected to ride with their team if transportation is provided by the school (either school bus or approved parent driver). Students may not drive to away events at any time.
- CCS reserves the right to search any vehicle parked on school property at any time. The driver of the vehicle will be considered the responsible party if any prohibited item is found.
- Students who violate these guidelines will be disciplined (Category 2 - Major) and may lose their on-campus parking and driving privileges.

MEDICAL AND HEALTH AREAS

Carolina Christian School offers traditional classroom instruction. We reserve the right to modify calendar events, hours of operation, and other areas of protocol necessary for the care and safety of our students, staff, and families.
Carolina Christian School follows all health and safety guidance from the North Carolina Department of Health and Human Services and / or U.S. Centers for Disease and Control (CDC). Changes to medical protocol and policies will be communicated to parents during weekly newsletters or special emails as needed.

Absences from School
Students should stay home from school any time they have:

- a fever (greater than 100.4)
- have diarrhea (defined as loose, watery, or abnormally frequent bowel movements. In children, it is typically defined as passing three or more loose stools in a single day)
- Vomiting (any forceful expulsion of stomach contents from the mouth)
- rash of unknown origin
- any diagnosis of a contagious disease

Students may return to school after 24 hours symptom-free without use of medications and they feel well enough to participate in the daily schedule.

Immunization Records
Due to the rise of contagious diseases, we ask that parents provide a copy of any vaccination records for students. This will assist in any possible contact tracing that may be required during the school year. Immunization records can be obtained from primary care doctors' offices and forwarded to the school nurse at any time. Any student/family that has opted out of states required vaccinations for religious or medical reasons must complete state exemption forms and have them on file prior to the first day of school.

Administration of Medications to Students
The administration recognizes that students may need to take medication during school hours. To minimize disruptions to the school day, medicines should be taken at home rather than at school whenever feasible.

Parental consent *and written authorization from a licensed healthcare provider* are required when it is necessary for your child to receive either prescription or over the counter medications during school hours. Medical Authorization Form must be completed, signed by a healthcare provider, and on file in the Nurse's office before medications can be administered per North Carolina Law. .

Students will not be permitted to take medications without oversight. For students at risk for a medical emergency and who require the use of insulin pumps, asthma inhalers, antiseizure medications, and/or epi pens, classroom teachers will be trained and overseen by the school nurse on the administration of emergency medications.

No medication, including over the counter medications, will be administered to a student by non-authorized staff. All medications will be kept locked in the nurse's office, along with the parent permission form and prescription information. Teachers will not keep medications in their classrooms for individual students with the exception of Epi pens and inhalers, as directed by the school nurse.

New authorization forms are required at the beginning of each school year. A separate Medical Release Form is required for all medication, and the form is posted on the CCS Website. Parents are asked to have this form completed and signed by their child's physician within the first week of the school year.

Each medication must be in an appropriately labeled original container from the pharmacy or healthcare provider's office. Most pharmacies will provide an extra container for school use upon request.

Non-prescription medicines must be in the original package and labeled with the child's name and instructions on when and how the medicine is to be given. Over-the–counter medications will be administered according to the healthcare provider's instructions.

The school nurse will:

- Keep all medications in a secure, locked location.
- Maintain a record of all medications given to a student.
- Communicate with parents when PRN medications are provided.
- Release unused or expired medications to the parent/guardian only.

CHAPEL

CCS Chapel seeks to provide our campus community with a corporate worship experience that connects us with the thoughts and heart of Jesus, creating a generation to live for HIS name. Chapel is held weekly for students and faculty on Wednesdays beginning at 8:10 am. Attendance is monitored weekly by the homeroom teacher. To graduate, CCS students must attend 85% of chapel services per enrolled semester. Business casual attire is required.

HOMEROOM DEVOTION & PRAYER

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

FOOD/LUNCH POLICY

Snacks/Drinks
Students may pack a small snack to be eaten between classes. It is not the responsibility of the staff to provide snacks if a student does not have one. Water is allowed in the classrooms. Should a spill occur of a beverage other than water, the student responsible will be billed the cost to clean the carpeted floors.

Energy Drinks
At no time will Energy Drinks be permitted at school, including lunchtime. This will result in a Category 2 - Major conduct code.

Snacks
A vending machine with food items will be available for student use in the cafeteria and will accept both cash and card payments.

Lunch
Students are required to bring a packed lunch each day. Upper School students will have access to microwaves during lunch. Food delivery services (e.g., DoorDash, Uber Eats) are not permitted during school hours, and students are not allowed to leave campus to purchase lunch. As a special privilege, seniors will be allowed to order from the faculty-only food truck when it visits campus each month.

Hot meal lunch options will be communicated to parents through CCS emails, social media postings, and the hot lunch calendar. Meals are available at a variety of times throughout the year. Hot meals must be ordered through our student information platform, FACTS, and paid for at the time of order placement. Orders not completed and paid for in the FACTS system will not be placed with the vendor and will not be available.

Contacting parents to bring their students' lunch is not the responsibility of the CCS Staff. Please communicate any food allergies to the school nurse and/or teacher at the beginning of the school year. Lunch room and classroom accommodations will be made for students with severe allergies that require isolation from certain foods.

ASSEMBLIES AND SCHOOL EVENTS

Students are expected to behave courteously at school assemblies and events. Students

are to exhibit good sportsmanship and courtesy toward all visitors at school events. Improper conduct and/or dress may result in a student being asked to leave the event. This includes athletic competitions and all CCS-sponsored events.

Parties and Invitations

Occasionally, teachers will have classroom parties for special events. Teachers will communicate what foods and activities are appropriate and will be served at the discretion of the teacher.

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

Field Trips

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

- Some parents may be asked to chaperone. Any parent accompanying the group may NOT bring younger siblings on the field trip.
- At times, there will be a cost to the student and the parents for the trip. All fees will be billed through the FACTS system.
- Permission slips will be requested for each trip. If you do not want your student to participate, then the teacher must be notified. Any student on suspension will not be allowed to attend. Permission slips must be turned in to the staff in advance in order for your student to attend.
- Students traveling in non-CCS-approved transportation will need to have a Transportation Waiver signed for <u>every</u> field trip taken.
- Overnight events will have accommodations and meals arranged and included in the cost of the event. Chaperones will provide supervision at all times. Any chaperone that is not employed by Carolina Christian School will have a background check prior to the overnight event. Male and female students will be housed separately. However, your student(s) may be responsible for meals during travel to and from the event/field trip.

HIGH SCHOOL CLUBS, HONOR SOCIETY, STUDENT GOVERNMENT AND ATHLETICS

Beta Club

National Honor Society

Student Government Association

Athletic Eligibility

SCHOOL ACTIVITY FEES

The following fees are not included in enrollment or tuition costs. These fees are assessed only when a parent or guardian elects for their student to participate in the associated activity, program, service, or event. Fees are subject to change and will be communicated in advance when applicable.

Preschool (P2–P4)

The following fees may apply to Preschool students:

- Graduation Cap and Gown Fee (P4 students only) $25.00
- Field Trips as planned

Lower School (PK–Grade 4)

The following fees may apply to Lower School students based on participation in activities and programs.

- Field Trips as planned

Middle School (Grades 5–8)

The following fees may apply to Middle School students:

- Fall Retreat Fee (Grade 8 students only) $330.00
- Spring Trip to Washington, DC (Grades 6-8) Approximately $2000
- Field Trips as planned

High School (Grades 9–12)

The following fees may apply to High School students:

- Senior Fees (Grade 12 students only) $350
- Fall Retreat Fee $330
- National Honor Society (NHS) One-Time Membership Fee

- Beta Club One-Time Membership Fee
- Beta Club Convention and Competition Fees
- Prom approximately $50
- Spring Trip to Washington, DC, approximately $2000
- Field Trips as planned

General Student Fees
The following fees may apply to students at various grade levels:

Student Activities
- Field Trips - Fee determined per field trip
- Clubs and Student Organizations - $25 per club
    - Running Club
    - Game Club
    - Cheer Club
    - Pickleball Club

Before and After School Care (BASC)
- Before School Care (PK and Up) – $10 per day
- Bridge Program (PK Only) – $10 per day
- Cub Club (PK–Grade 4) – $20 per day
- Lion's Den (Grade 5 and Up) - $20 per day

Athletics and Extracurricular Programs
- Athletic Participation Fees
    - Volleyball, soccer, archery, basketball, tennis - $175 for CCS students, $250 for homeschoolers
    - Golf - $200 for CCS students, $275 for homeschoolers.
- Yearbook Purchases

School Services and Supplies
- Hot Meal Program
- Chromebook Repair Fees
- Middle School and High School Calculator Replacement Fees

Property Damage and Misuse
Students and/or parents may be assessed fees for the repair or replacement of school property that is damaged, lost, or misused. This includes, but is not limited to, damage to facilities, equipment, furniture, technology, and other school-owned property.

Carolina Christian School reserves the right to assess fees as necessary to cover the cost of repairs, replacements, or participation in optional programs and activities.

CCS POLICY AND PROCEDURE COMMITTEE

These policies and procedures have been developed, reviewed, and approved by the CCS Policy and Procedure Committee. Parents who have questions, concerns, or suggestions regarding any policy or procedure contained in this handbook are encouraged to submit an inquiry through the CCS Policy and Procedure Google Form https://docs.google.com/forms/d/e/1FAIpQLSdFIlVIBGpgFv85YoS3i_pt4iKgkM7SjiW0TR_ph17c89N61Q/viewform?usp=dialog

PARENT/STUDENT ACKNOWLEDGEMENT FORMS

Please complete the following acknowledgement form once you have completed a review of the handbook.

Parent Acknowledgement
https://docs.google.com/forms/d/e/1FAIpQLSf41yU8NqkgdARHAGxbdsdZ6VhKNBKvJE69ZNBaJ5PeHP0WRg/viewform?usp=sharing&ouid=105775470431127830693

Student Acknowledgement
https://docs.google.com/forms/d/e/1FAIpQLSdpW2nyqJ2WmHIt5dlQU7kw5fPDtkNDD2B8vXEA1lU1Wu9bpw/viewform?usp=dialog