CAROLINA CHRISTIAN SCHOOL

Middle School Grades 5-8
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 Middle 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 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.
- 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.
- In addition to the attendance expectations for all Carolina Christian School students, 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.

CAR RIDER LINE / DEPARTING SCHOOL

- Middle school students who do not have lower school siblings will exit through the E-wing at the Choir Room doors.
- Middle school students with younger siblings in Lower 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

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

The semester grade will be calculated using the following percentages:

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

Grading Scale

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

Numeric Grade	Letter Grade
90-100	A
80-89	B
70-79	C

60-69	D
Below 60	F

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 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 his or her 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 - Middle 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 event. 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 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.

Classwork Agendas

Students in Grades 5-8 will be provided with a classwork agenda. The agenda is intended to help students develop organizational skills by recording upcoming assignments, homework, quizzes, tests, and other important academic deadlines. Students are expected to maintain their agendas and use them to track work that is due the following day or in the days ahead.

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 given to students. Students in grades 5-8 will be provided with a classwork agenda. The agenda is intended to help students develop organizational skills by recording upcoming assignments, homework, quizzes, tests, and other important academic deadlines. Students are expected to maintain their agendas and use them to track work that is due the following day or in the days ahead.
- Quizzes must be announced at least one day in advance, and tests at least two days in advance.
- 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.

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 for 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 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 some 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 and hugging. 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.

MIDDLE 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.

⌚ Smartwatches

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

💻 School-Owned Chromebooks

- 2026-27 CCS Student Chromebook Handbook & Acceptable Use Policy_final
- 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 school-owned or their own 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 with 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.

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 - MIDDLE 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.

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.

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.

Specific Standards Shirts

- Collared uniform/polo-style shirts are to be worn on Monday, Tuesday, and Wednesday. School-approved colors include light blue, navy blue, white, or garnet (maroon). This includes long or short sleeve.
- School-approved CCS spirit wear t-shirts may be worn on Thursday and Friday. CCS Spirit wear is available through Lands' End or other school-sponsored events, including athletics. If a student does not have CCS spirit wear t-shirts, solid color

shirts in school approved colors may be worn. Colors include light blue, navy blue, gray, or garnet (maroon).

- Collared polo shirts are not required to have the school crest. The school crest is optional; however, if worn, it can be flock or embroidered.
- Short and long sleeve women's Peter Pan blouses and women's and men's oxfords can be white and light blue.
- Turtlenecks can be white, garnet (maroon), light blue, or navy.
- Shirts must be tucked in at all times.
- No more than two top buttons may be unbuttoned.
- Undershirts and camisoles worn under approved uniform shirts must be white or natural color and have no visible lettering, straps, or graphics. Outlines or undergarments should not be visible.

Pants/Capris/Shorts/Skorts

- Navy and khaki colors only
- Pants, capris, and shorts/skorts are allowed and can be purchased at any location, but must be uniform fit (tight-fitting clothes will not be allowed)
- Must be of uniform material (No jeggings or denim)
- Shorts 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.
- No hipsters
- Outlines of undergarments should not be visible

Dresses/Jumpers/Skirts/Skorts

- Must be no shorter than 7-in 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.
- Jersey Dresses - Navy Blue, light blue, or garnet (maroon)

- The school crest is optional
- Jumpers are to be worn with uniform-approved collared shirts only in colors of solid khaki, navy, or garnet (maroon). Plaid must be Clear Blue Plaid or garnet (maroon)/Grey Plaid as sold from Lands' End (free swatches are available from Lands' End if you would like to purchase from another vendor).
- Skirts and skorts must be uniform-approved, solid khaki or navy. Plaid must be Clear Blue Plaid or garnet (maroon)/Grey Plaid as sold from Lands' End (free swatches are available from Lands' End if you would like to purchase from another vendor).

Socks/Shoes

- Socks/tights/hose must be worn at all times with all styles of shoes except sandals and clogs.
- Appropriately colored (navy, white, garnet (maroon), or khaki) tights or leggings are allowed to be worn under jumpers, dresses, shorts/skorts.
- Sandals, Crocs, and clogs are allowed but must have a back– no slides or flip flops.

Sweaters, Cardigans, and V-neck Pullovers

- Solid garnet (maroon), light blue, white, gray, and navy are approved colors
- Items must be worn over an approved collared uniform shirt
- The school crest is optional

CCS Spirit Wear on Thursday and Friday

- School-approved CCS spirit wear t-shirts may be worn on Thursday and Friday. CCS Spirit wear is available through Lands' End or other school-sponsored events, including athletics. If a student does not have CCS spirit wear t-shirts, solid color shirts in school-approved colors may be worn. Colors include light blue, navy blue, gray, or garnet (maroon).
- Crewneck sweatshirt (must be worn over a school-approved shirt). Colors include light blue, navy blue, gray, or garnet (maroon).
- Hoodie Pullover sweatshirt (must be worn over a school-approved shirt). Colors include light blue, navy blue, gray, or garnet (maroon).
- Zip front sweatshirt (must be worn over a school-approved shirt). Colors include light blue, navy blue, gray, or garnet (maroon).
- Sweatpants in the school-approved colors of navy blue, gray, or garnet (maroon).
- Mesh Shorts in the school-approved colors of navy blue, gray, or garnet (maroon).
- Blue or Black Jeans – no holes or frayed areas.

Outerwear approved to be worn during class:

- Down vest in the school-approved colors of navy blue, gray, or garnet (maroon).
- Fleece jacket or vest in the school-approved colors of navy blue, gray, or garnet (maroon).
- Fleece half zip in the school-approved colors of navy blue, gray, or garnet (maroon).

- Piped athletic jacket in the school-approved colors of navy blue, gray, or garnet (maroon).
- CCS does not require outerwear to be school-approved. Students may wear non-CCS hoodies, jackets, or sweatshirts to school as their coat; however, if the item does not meet CCS dress code guidelines or approved colors, it must be removed during class.

Hair/Adornments

- Hair must be clean, neat, and of natural tones
- Men's hair is to be trimmed in a style that is neat and clean
- Hats are not permitted in the building during school hours, except on dress-down days
- Men are not permitted to have earrings or body piercings
- Visible tattoos are not allowed for students.

Makeup/Jewelry

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

Specific Standards on Chapel Days

Middle School approved collared shirts are required on Chapel days. Students may wear solid color (white, blue, light blue, or garnet (maroon)) collared polo shirts. No hoodies, jackets, or t-shirts are permitted during the Chapel service.

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.

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

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

Chapel will be held weekly on Wednesdays and will feature selected speakers, along with participation from students and school staff.

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 and Other Stimulants

At no time will Energy Drinks or other stimulants 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 will need to pack their lunch daily. Upper school students may use microwaves during lunch. Students will not be permitted to order food and have it delivered during school hours.

Hot meal lunch options will be communicated to parents through CCS emails, social media postings, and 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 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 student lunch is not the responsibility of the CCS Staff. Please communicate any food allergies to the school nurse and/or teacher at the beginning of the school year. Lunch room and classroom accommodations will be made for students with severe allergies that require isolation from certain foods.

ASSEMBLIES AND SCHOOL EVENTS

Students are expected to behave courteously at school assemblies and events. Students are to exhibit good sportsmanship and courtesy toward all visitors 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.
The Spring Formal is 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 every 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.

MIDDLE SCHOOL STUDENT GOVERNMENT AND ATHLETICS

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