CAROLINA CHRISTIAN SCHOOL

Lower 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.

FACTS: STUDENT INFORMATION SYSTEM..... 3
CCS CONNECT App..... 3
SCHOOL TIMES AND ATTENDANCE REQUIREMENTS..... 4
ACADEMIC POLICIES..... 5
MEDICAL AND HEALTH AREAS..... 9
STUDENT LIFE..... 10
ROOTED..... 11
EDUCATOR'S HANDBOOK..... 12
DISMISSAL FROM SCHOOL..... 19
PUBLIC DISPLAY OF AFFECTION..... 19
DRESS CODE..... 19
LOWER SCHOOL DAILY ACTIVITIES..... 21
FOOD/LUNCH POLICY..... 22
ASSEMBLIES AND SCHOOL EVENTS..... 23
CELLPHONE/ELECTRONIC POLICY..... 23
SCHOOL ACTIVITY FEES..... 24
CRISIS RESOURCE INFORMATION..... 25
CCS POLICY AND PROCEDURE COMMITTEE..... 26
PARENT ACKNOWLEDGEMENT FORMS..... 26

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

SCHOOL TIMES AND ATTENDANCE REQUIREMENTS

- School hours are from 8:15 am to 3:00 pm Monday through Friday.
- School instruction begins at 8:15 am, and a student will be considered tardy if they are not in their classroom and ready for instruction at 8:15 am
- A tardy slip must be completed in the Front Office for anyone arriving at school after 8:15 am for any reason.
- 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. Students have the option to attend Cub Club, which offers:
    - Before school care: 7:00-8:00 am
    - After school care: 3:00-6:00 pm
    - If you are interested in Cub Club, please contact the front office for more information
- Any student leaving early or arriving late must be signed in or out by a parent or legal guardian and have a Student Dismissal Form on file in the Front Office. Students must present a written excuse or note from a parent or medical provider to the Front Office upon return to school to be marked excused.
- Whenever a student leaves school early, a guardian must sign the student out in the Front Office. If a student returns to school during the day, he/she must be signed back in by the parent or guardian. Any early dismissal from school will be considered unexcused without a proper reason and a note from the parent. Leaving school for haircuts, shopping trips, etc., will not be excused. Five (5) unexcused early dismissals will result in one full absence on the student's record.
- A Lower School student must be in school a minimum of 3 ½ hours of the 6 ¾ hours to be considered present for the whole day. Half a day of school will equal 3 ½ hours. Generally, 8:15-11:45 am or 11:30 – 3:00 pm is considered a half-day for determining attendance and athletic eligibility.

- In addition to the attendance expectations for all Carolina Christian School students, students must maintain adequate attendance to earn credit. Students may not miss more than 20 school days per year. 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.

ACADEMIC POLICIES

Student Promotion and Retention

- Promotion will be used to show progress of the student from one grade level to another. Except in the case of extenuating excused absences, each student is expected to attend the designated number of school days to be eligible for promotion.
- 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, progress reports and/or report cards are issued four times a year. The evaluation reflects the child's performance in relation to grade-level course standards. When expectations have been modified for a child, it will be indicated in the evaluation. Parent Conferences are mandatory for all students after 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.

Make-up Work

If a child is out of school involuntarily (excused absence) or because of an excused, lengthy illness, it will be the responsibility of the student or parent to communicate with the teacher to discuss class assignments and tests.

- 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.

Grading Scales

PK-2nd Grade

PK-2nd students will be assessed on a rubric-based grading scale. This allows teachers to support the positive growth that students are meeting while assisting with areas of need without promoting punitive measures for learning outcomes. At CCS, we believe that learning is a process and all growth must be celebrated, not torn down.

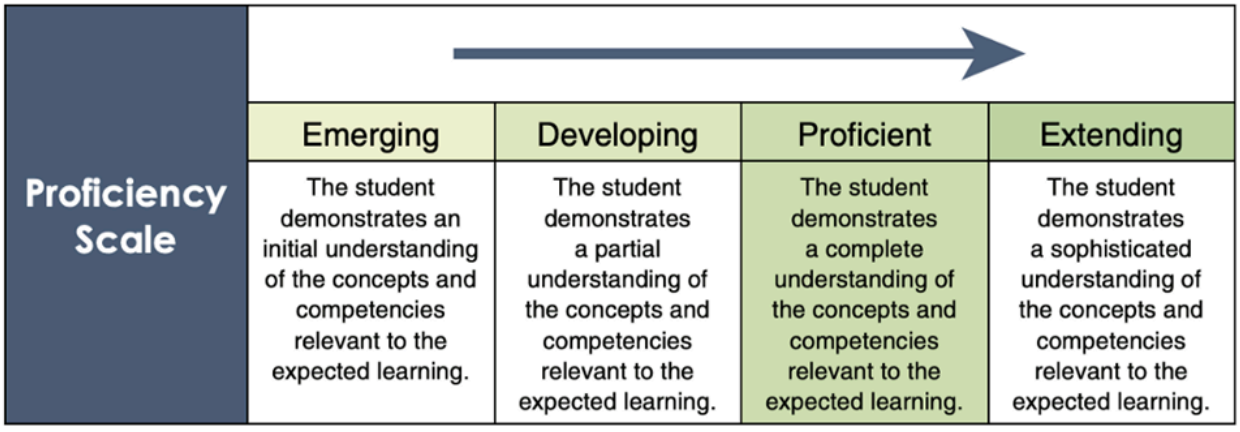
Grades will read as:

E-Emerging

D-Developing

P-Proficient

E+-Extending



3rd-4th Grade:

Numeric Grade	Letter Grade
90-100	A

80-89	B
70-79	C
60-69	D
Below 60	F

Grade Categories & Weights
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

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.

Homework Policy

Purpose

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

Homework Assignments include:

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

Classwork Agendas

Students in Grades 3 and 4 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.

Time

The actual time a student takes to complete homework will vary depending on study habits, academic skills, and selected course load. If your child is spending an inordinate amount of time doing homework, the teacher should be contacted. The average student should complete homework within 20-45 minutes.

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.

Late Work Policy (Grades 3-4)
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.

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.

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
- Communicating Threats
- 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 (3rd-4th Grade)
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 (3rd-4th Grade)
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 (Dependent on Major Infraction as coded in Educator's Handbook)
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).

Categories 2-3 consequences for PK-2nd will be at the Principal's discretion based on developmentally appropriate practices

The following consequence sequence is for 3rd-4th grades.

Number of Codes	Category 1	Category 2	Category 3
1	Code given	One day of silent lunch with the Dean of Students	Code given with suspension or expulsion
2	Code given	Three days of silent lunch with the Dean of Students	
3	Code given	Code given with a 2-hour Detention	

4	Silent Lunch with Dean of Students	Code given with a 1-day In-School Suspension (ISS)	
5	Three days of silent lunch with the Dean of Students	Code given with a 1-day Out-of-School Suspension (OSS)	
6	Code given with a 2-hour Detention		
7	Code given		
8	Code given with a 1-day In-School Suspension (ISS)		
9	Code given		
10	Code given with a 1-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.

DRESS CODE

Monday-Wednesday **UNIFORMS**	**Thursday-Friday** **UNIFORM OR SPIRITWEAR**
School clothes must be modest, neat, and clean. Tight-fitting clothing will not be allowed.	
Uniforms are not required to be purchased through Lands' End.	Spirit wear is apparel from special CCS events (i.e., Running Club, Field Day, and athletic events) and/or Parent Teacher Coalition.
SHIRTS/BLOUSES/TOPS	

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- Collared shirts must be of the approved uniform colors of white, navy blue, light blue, or garnet (maroon).
- Turtlenecks must be white or navy
- Long and short-sleeved Peter Pan blouses.
- The school crest is optional and can be done through Lands' End or Signature Embroidery at 304 N. Main Street, Oakboro, NC, or by phone 704-485-6200 .
- Lands' End School Code: 900171364.

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- Long sleeve/short sleeve essential shirt
- Crewneck sweatshirt (must be worn over school-approved shirt)
- Hoodie Pullover sweatshirt (must be worn over school-approved shirt) - Zip front sweatshirt (must be worn over school-approved shirt)
- Crewneck t-shirts with the crest
- Plain crewneck t-shirts in white, navy blue, light blue, or garnet (maroon)

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- Sweatpants
- Mesh shorts

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<tr><td colspan="2">Pants/Capris/Shorts/Skorts</td></tr>
<tr><td colspan="2">

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

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<tr><td colspan="2">Dresses/Skirts/Skorts</td></tr>
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- Jersey Dresses can be navy blue, light blue, and burgundy, and a school crest is not required. Jumpers are to be worn with collared shirts, and the school crest is not required. Colors may be burgundy, khaki, or navy.

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• Belts are not required, but if worn, must be black, brown, navy, or khaki.
Socks/Shoes
Sandals and Crocs are allowed but MUST have a back; no slides or flip flops. Please have your student wear tennis shoes on PE days; see the classroom schedule for days your child attends. No hard-sole shoes, boots, Crocs, or sandals are allowed on PE days.
Outerwear
CCS does not require coats to be school-approved. Coats should be worn to school during the winter months over CCS-approved uniform items. Coats are not to be worn during class. Your student may prefer to wear a non-CCS hoodie, jacket, or sweatshirt to school as their coat, but this will not be permitted to be worn in class.
Chapel Days
School-approved collared shirts are required on Chapel days. Students may wear solid color (white, navy blue, light blue, or burgundy) collared polo shirts. No hoodies, jackets, or t-shirts are permitted during the Chapel service.
Specific Standards for Extra-Curricular Activities
During after-school activities, the students are still representing our school. We expect them to dress appropriately and be modest and neat. Tight-fitting clothing should not be worn. While uniforms are not required, school spirit wear is preferred. We expect the students to follow the policy guidelines for the length of shorts, skirts, dresses, and skorts. Outlines of undergarments should not be visible.

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

LOWER SCHOOL DAILY ACTIVITIES

Lower School will have designated extracurricular activities daily in addition to their regular classroom schedule. This is not a graded activity with assignments. It is a participatory grade to enhance our students' skills and to give them a love for the Arts.

Enrichment Courses Consist of:

- PE
- Wellness
- Music
- Art
- STEM (3-4)
- Tech (3-4)
- Intervention with a Teacher Assistant

CHAPEL SERVICES

Chapel services will be held on Mondays from 8:20 am – 9:00 am. Chapel will be led by selected speakers with some participation from the students and school staff. Chapel dress is expected to include collared shirts and uniform pants, dresses, or skirts.

MORNING PRAYER AND PLEDGES

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

FOOD/LUNCH POLICY

Snacks

Students should pack only healthy snacks *for snack time — items such as fruit, cheese, yogurt, crackers, or similar options. Please avoid sending* cookies, cakes, brownies, or candy. *To help keep snack time efficient, students should limit their snack to* one or two items. It is not the responsibility of the staff to provide snacks if a student does not have one. Water is the only beverage allowed in classrooms. Parents, please do not provide any other beverage for snack time or in the classroom.

Lunch

Students need to pack their lunch daily, unless they purchase a hot lunch meal on selected days. Candy, carbonated beverages, and energy drinks are not permitted. Lower School students are not permitted to use the microwaves, and teachers are not able to warm food for them. For lunch only, students may bring milk, juice boxes, and water. Students and parents will not be permitted to order food and have it delivered during school hours.

Special hot meal lunch options will be communicated to parents through CCS emails and

will be available a variety of times throughout the year. Hot meals must be arranged through FACTS and paid for before the meal is served. Lunch orders not completed and paid for will not be placed with the vendor and will not be available. No cash or other payment is available on the day of the meal. Please order via FACTS to ensure your order goes through.

Please communicate any food allergies to the school nurse and/or teacher at the beginning of the school year. Lunch room and classroom accommodations will be made for students with severe allergies that require isolation from certain foods.

Parents and/or grandparents may eat lunch with their students if it is pre-arranged with the Front Office and/or teacher. They must sign in at the Front Office and get a visitor's pass.

ASSEMBLIES AND SCHOOL 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.

Field Trips

Parents will be notified by the teacher of upcoming field trips. Classroom Teachers will be responsible for planning their classroom's field trip. Permission slips will be required for each trip. If you do not want your child to participate, then the teacher must be notified before the Field Trip. At times, there will be a cost to the student (and parent, if attending) for the field trip. All fees will be billed through FACTS in advance of the trip, unless prior arrangements are made with the institution you are visiting.
All parents will need to drive their child to and from the field trip. Please arrive on time so that the group can enter and participate on time; otherwise, you may be left behind. Younger siblings may not attend unless the administration has given prior permission based on a circumstantial event.

CELLPHONE/ELECTRONIC POLICY

A CCS Lower School student may NOT possess a cell phone, Smartwatch, iPod, or MP3 player in school or during BASC programs, unless specified by CCS Administration. If a student needs to contact a parent during the school day, a note from the teacher to use

the school phone will be needed. Parents, please contact the school and leave a message for your student during school hours.

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.

CRISIS RESOURCE INFORMATION

Suicide & Crisis Lifeline
Call 988 or text HOME to 741741

NC Peer Warmline
Call 855-733-7762

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_ph17c89N61O/viewform?usp=dialog

PARENT 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