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CCS Faculty Handbook

INTRODUCTION

WELCOME

Welcome to the Carroll Christian Schools family. We are excited that you have chosen to join us. We look forward to serving you and your family.

Let me take a minute to encourage you to become an active part of the CCS family. There are many areas in which you can be involved. In today's society, we often lose sight of what is truly important. We often strive for career status, houses, cars, and other possessions. Our children are truly the most valuable treasure we have in our lives. They are our legacy.

Every minute that you invest in your child is worth it. At CCS we love to have you here and actively participate in your child's life. We would love to have you join our Parent-Teacher Organization, athletic events, attend concerts, programs, chapels, award ceremonies, field trips, participate in fundraisers, and much more. We view it as a partnership with you to help prepare your children to be what God wants them to be. The more you put into this time in their lives, the more you get out of it.

In this handbook, we lay out our guidelines and expectations. While we do not want everything to be about rules and discipline, we do have to set our standards. Once we set standards, we must strive to enforce them consistently and fairly. The purpose is to instill values, principles, character, and convictions. Sometimes rules may seem harsh or insignificant, but please understand that there is a reason for the rules. We ask that you join us and support the standards that are put in place. We strive to support your authority at home, and we hope that you will support our authority at school. To question authority in front of the children only undermines it as a whole. There may be times where you have concerns or disagree. In these cases, we ask that you respectfully bring your concern to the teacher and discuss it. At that point, if you still have a concern, please make an appointment to discuss it with me. The key is to mentor the students in how to handle life's situations and not to tear down authority. We understand that we will not agree on everything, but please be respectful of our standards.

Again, we are excited that you have joined our school family, and we look forward to serving with you.

In Christ,

CCS Administration

OUR STORY & PROFILE

Carroll Christian Schools began in 1973 as Carroll Christian Academy, a ministry of the Church of the Open Door. Its purpose was to provide a Christian alternative to the community's educational options. The Academy opened its doors with 34 students in kindergarten through fourth grade. The school grew steadily, adding one grade per year until it graduated its first senior class in 1982. Shortly thereafter, a preschool program was started, and the school officially became known as Carroll Christian Schools in order to reflect the existence of multiple levels: preschool, kindergarten, elementary, middle, and high schools. Rapid growth prompted the construction of many new additions to the campus: the Boese Wing (1974-1976), portable classrooms (1980), an auditorium (1985), a high school building with gym (1994), a 2-classroom modular (1998), and an additional high school building with cafeteria, library, computer lab, and renovated science lab (2002).

Dr. Norris Belcher has served as pastor of the church and president of the school since 1995. The Lord has provided a number of qualified faculty members including those with masters and doctorate degrees since the inception of the school.

Carroll Christian offers a college-preparatory academic program, which includes classes leveled to meet varied abilities and ten honors courses. We are state approved to grant diplomas in Maryland. Our graduation requirements have always met or exceeded state credit and course mandates. CCS graduates attend a variety of colleges and universities, both private and public, tech schools, and military training.

In addition to a competitive academic program, Carroll Christian offers a fully developed fine arts program as well as multiple athletic opportunities. Students develop musical and artistic talents through choirs, bands, art classes, and participation in an annual Fine Arts Competition. Our sports program includes high school soccer, volleyball, basketball, baseball, and cheerleading, as well as respective middle school teams.

The school celebrated its 50th anniversary in 2022-2023. As the Lord has provided for us over the past years, we are confident that He will continue to meet our needs as we continue to stand “for the Word of God, and for the testimony of Jesus Christ.” (Rev. 1:9)

MISSION STATEMENT

The mission of Carroll Christian Schools is to partner with parents to prepare well-rounded students to be ready to serve the Lord. Our purpose is to see our students grow academically, spiritually, physically, and socially.

Luke 2:52 “And Jesus increased in wisdom and stature, and in favour with God and man.”

EDUCATION: CCS is dedicated to the education of children with the Lord Jesus Christ as our example (*Luke 2:52, “And Jesus increased in wisdom and stature, and in favour with God and man.”*). Thus, attention will be given to the mental, physical, and social growth development of our students. The school will have as its primary purpose the preparation of students for post-secondary education. Since all students will not continue their education after graduation from high school, effort will be made to prepare them for whatever God has planned for them.

EVANGELISM: CCS is dedicated to the evangelization of all children (*John 3:16, “For God so loved the world, that he gave his only begotten Son, that whosoever believeth in him should not perish, but have everlasting life.”*) who have not accepted Christ as their personal Savior. Evangelization will be carried out through the personal

contact of teachers to students and through chapel services. Evangelism is not the main mission of the school.

EDIFICATION: CCS is dedicated to the edification of children (*Ephesians 4:12* “*For the perfecting of the saints, for the work of the ministry...*”). Every effort will be made to promote spiritual growth so that students will be obedient to the Lord. The knowledge imparted will have as its goal the development of the ability to make wise decisions and the development of God-given gifts. Daily Bible classes, weekly chapel services, and a spiritual retreat at the beginning of the year are all focused on ministering to the spiritual needs of our students.

STATEMENT OF PHILOSOPHY

The goal of Carroll Christian Schools is to develop well-rounded students who will grow up to serve the Lord and use their talents for Him. Luke 2:52 states that “... *Jesus increased in wisdom and stature, and in favour with God and man.*” Jesus grew academically, physically, spiritually, and socially. It is our desire to help each young person reach their full potential in Christ.

Our desire is to have an environment where the students feel nurtured and loved. The staff serves at great financial sacrifice because they love the Lord and the students. The faculty and staff seek to mentor each child and be a godly example to each student and their families.

We believe the Bible is a key part of every class. It is the desire of CCS that we partner with parents to prepare the next generation to stand against the evil of this day and to make a difference for Christ.

We believe that every student is special and uniquely designed by their Creator. Developing character in the lives of our students is essential. It is our desire to produce students who have developed a personal relationship with Jesus Christ; developed a biblical worldview; know what they believe, and know how to defend, share, and continue to grow in what they believe.

STATEMENT OF FAITH

1. The Bible is the inspired Word of God and the Christian’s final authority from God. (II Timothy 3:16)
2. The birth of Jesus Christ is evidence of His deity in that He was virgin born and was God in the flesh. (Matthew 1:20; I Timothy 3:16)
3. The blood of Christ shed on Calvary is the only atonement for man’s sin. (Hebrews 9:22; I Peter 1:18, 19; I John 1:7; Hebrews 10:12-20)
4. The Lord Jesus Christ was buried. He bodily arose from the tomb. He ascended into heaven. (I Corinthians 15:1-4; Acts 1:11)
5. The forgiveness of sins and the gift of eternal life are bestowed upon any individual who will confess his sins and accept Christ as Savior. (Romans 10:13; John 3:16)
6. The body of Christ, which is called “The Church,” is that body composed of all believers who by faith have accepted Christ as Lord. (Ephesians 5)
7. The personal premillennial return of the Lord Jesus Christ is the blessed hope. (Titus 2:13; I Thessalonians 4:15-18)
8. The Godhead exists from all eternity as a trinity; three persons but one in substance, one in nature. (Matthew 28:18-19; John 1:14)
9. The believer’s call to a life of consecration as giving evidence to the world that the Lord Jesus saves, keeps, and satisfies. (Romans 12:1)

STATEMENT OF POLICY PROCEDURES

Carroll Christian Schools admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. Carroll Christian Schools does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

Carroll Christian Schools is a religious institution providing an education in a distinct Christian environment, and it believes that its biblical role is to work in conjunction with the home to mold students to be Christlike. On those occasions in which the atmosphere or conduct within a particular home is counter to or in opposition to the biblical lifestyle the school teaches, the school reserves the right, within its sole discretion, to refuse admission of an applicant or to discontinue enrollment of a student. This includes, but is not necessarily limited to, living in, condoning, or supporting sexual immorality; practicing homosexual lifestyle or alternative gender identity; promoting such practices; or otherwise having the inability to support the moral principles of the school (Leviticus 20:13a, Romans 1:27, Matthew 19:4-6).

Carroll Christian Schools is a ministry of the Church of the Open Door and reserves the privilege of setting and maintaining its own standards for conduct, dress, cleanliness, and scholarship. The school maintains the right to refuse admittance to anyone who fails to meet entrance requirements, and to suspend or dismiss any student who violates the standards set down in the Student Handbook or other rules and regulations as established by the administration of the school. New students are accepted on a probationary basis. CCS reserves the privilege of amending, deleting, or adding to the rules, regulations, and policies as is necessary for maintaining order and for accomplishing the goals and objectives of the school.

In the following sections of this handbook, you will find an explanation of our school's policies and rules, discipline procedures, and programs. Please read and familiarize yourself with these as a parent and make sure that your child does the same. If you cannot support and practice these policies, we encourage you to look for a school whose policies and programs you can support.

OBJECTIVES

FOR THE TEACHER

- To teach the student in proper areas of academic study in the light of God’s Word
- To teach students to work independently, cooperatively, and enthusiastically while utilizing scriptural principles with regard to discipline
- To be prepared daily for each assigned class
- To develop the physical, mental, and emotional well-being of the child
- To develop a desire for continual self-improvement and mental growth
- To abide by the school rules and maintain testimony away from school
- To be loyal to the school, administration, and other faculty members

FOR THE STUDENT

- To develop awareness of problems, a thought process for solving problems, identification of the cause of problems, and use of sound judgment when resolving problems
- To be able to communicate ideas logically and forcefully in both oral and written communication
- To develop an appreciation for literature, art, music, and nature
- To develop economic competence as a consumer
- To become an effective participant in the democratic process
- To develop a desire for continual self-improvement and mental growth
- To abide by the school rules and maintain testimony away from school
- To be loyal to the school, administration, and faculty

ADMISSIONS

ADMISSIONS PROCEDURES

1. Registration – An online registration and application must be completed. This can be done at www.carrollchristian.com. Under the Admissions tab click “Apply Now” under “Application Process.” Copies of any pertinent records (i.e. report cards, standardized tests) and registration fees should be submitted to the school office at this time.
2. Testing – All new students in grades K-12 will be tested. The purpose of the test is to evaluate strengths and weaknesses in order to appropriately place students.
3. Interview – An interview with the school administration is required before any new student is admitted.
4. Evaluation – The administration will evaluate all of the gathered information and will notify the prospective student of its decision. ***Students who are not accepted will receive a full refund of the registration fee (minus \$50 for testing, if administered).*** Prospective students who withdraw their application before or after acceptance forfeit any refund of the registration fee.

POLICIES

1. **New students are admitted on academic and behavioral probation.** Such students will be reevaluated after a specific period of time and a decision made on continued enrollment. Students

that are admitted with a history of academic difficulties must make their own tutoring arrangements.

2. The administrator reserves the right to reconsider re-enrollment of a student who has been dismissed from CCS for disciplinary reasons.
3. It is understood that attendance at Carroll Christian Schools is a privilege and not a right. This privilege may be forfeited by any student who does not conform to the standards and regulations of the institution. The school may withdraw at any time a student who, in the opinion of the school, does not fit into the spirit of the institution, regardless of whether or not he conforms to the specific rules and regulations of the school.

RE ENROLLMENT

An online re enrollment packet will be sent to all current families at the beginning of each calendar year. Re enrollment for current students begins on February 1st. Enrollment for new students begins on February 15th. Enrollment after February 14th will be on a first come, first served basis, with the completion of enrollment to serve as reservation of a student's spot for the next school year.

ACADEMICS

The CCS faculty is composed of teachers who believe that teaching is a calling, a ministry, and not just a job. All are dedicated to the task of training your child. With a few exceptions, members of the faculty and staff are required to be members of Church of the Open Door and all are to lead separated, dedicated, Christian lives.

SCHOOL HOURS

The school day begins at 7:50. All Students should arrive at their homerooms daily by 7:50. Any student who arrives after 8:00 a.m. will be sent to the office for a tardy slip. Please note the attendance and tardy policy. The school day will end at 3:07 daily.

CURRICULUM

Purpose: The curriculum of CCS is designed with the students' needs in mind. Careful preplanning and textbook selection are the criteria used to develop our curriculum.

The curriculum at CCS is Christ-oriented. We are aware that merely adding Bible class to a school does not cause that school to be a Christian school. It is only when each subject is taught as it relates to the Christian life that the student can gain a total, well-rounded, and useful Christian education.

Bible: Bible study is recognized here as of fundamental importance and is a required subject. It augments the work in English and History. Without it, a student cannot be considered educated in the true sense. The Bible gives the best light for this life and the only hope for the life to come. There is no other book that can so enrich the minds and hearts of men as "The Book of Books."

Character Development: This is the most important work of a school. Teachers are constantly alert to opportunities for laying the foundation for a great and sound character in their students.

Textbook Policy: The main textbook of CCS is the Bible, God's Word (II Tim. 3:16). In courses of study, which require additional material, every effort is made to select Bible-based, Christ-centered, Christian textbooks. When this type of textbook is not available, secular textbooks will be used.

Textbooks: Students are responsible to return textbooks in good condition. A student will be required to pay for damages or for loss. Damages will be assessed at 25% of the cost per level the book was damaged. **All school-owned books must have paper covers (a grocery bag or the equivalent) on them. Book Soxs will not be permitted as this damages the spines of the books.**

ATHLETIC ELIGIBILITY

The following will be standards governing the student's ability to participate in the athletic program of the school or hold class or student body government offices:

- Evaluations will be held every 4 ½ weeks to determine eligibility.
- All students participating in athletics or student government must maintain at least a C-average with no more than two D's in all major subjects in that 4 ½ week grading period. Students that have an "F" or more than two D's will be ineligible.
- Students who fall below the overall C- grade level at the 4 ½ week point while participating in a sport or class office will be dropped from the team or class position for a two-week probationary period. **At the end of the two weeks, grades will be checked again.** If they are still ineligible, they will remain ineligible until the next 4 ½ week evaluation.
- Parents may voluntarily remove a student from a team or student office due to grades. If this is done, permission to play again will need to be granted by school administration.
- Students may also be considered **ineligible** for **disciplinary reasons** regardless of academic standing.
- Students who are ineligible may not **practice with the team, sit with the team** during a game, or **go with the team** on an away game.
- Students with an incomplete grade at the time of the 4 ½ week evaluation are considered ineligible unless extenuating circumstances have occurred and administration has approved an exception.
- Students who are **ineligible** at the start of a sports season may be allowed to attend the one-week tryouts, but will continue to be **ineligible**.
- Students with a failing final average for a class will be ineligible at the beginning of the fall sports season. They will be allowed to practice until the first day of school. Those students' grades will be checked after three weeks and eligibility will be re-determined.
- Ineligible students may be given permission from the Administrator to practice over the summer or over Christmas break.
- In some circumstances, exceptions may be made by the Administrator.

CONDUCT

All students will be evaluated on their conduct throughout the school year. Conduct grades are recorded on the report card.

Elementary

The following areas are evaluated in elementary school:

- *Attentiveness:* The quality of being observant of one's surroundings and having the ability to direct the mind to the task at hand. This quality will be indicated by the student's awareness of the events in the classroom and his ability to concentrate on a particular subject for a period of time.
- *Cooperation:* The quality of working with other students and the teacher for a common purpose. This quality will be indicated by a student's helpful attitude and by a willingness to sacrifice his desires for the good of the group.

- *Obedience*: The quality of being willing to comply with or follow the commands, restrictions, wishes, or instructions of the teacher. This quality will be exhibited by the student’s cheerful compliance to school policies and a submissive attitude to the authority of the classroom teacher.
- *Effort*: An evaluation of the amount of work a student puts into classwork and homework.
- *Responsibility*: The quality of being willing to be held answerable or accountable for one’s actions and the quality of being able to be trusted to fulfill a given task without undue supervision. This quality will be indicated by a student’s understanding of his liability in a given situation and by his ability to perform assigned tasks under his own supervision.

The following scale will be used:

- 1 – Excellent
- 2 – Good
- 3 – Average
- 4 – Poor
- 5 – Unsatisfactory

Secondary

In the secondary, students will be evaluated based upon consideration of the student’s entire conduct with the same five areas as above in elementary. Study hall will be included on the report card for a conduct grade.

The following scale will be used for secondary:

- 1 – Excellent
- 2 – Good
- 3 – Average
- 4 – Poor
- 5 – Unsatisfactory

GRADING SCALE

Grading at Carroll Christian Schools is according to the following scale:

| <u>Letter Grade</u> | <u>Number Equivalent</u> |
|---------------------|--------------------------|
| A+ | 99-100 |
| A | 95-98 |
| A- | 92-94 |
| B+ | 89-91 |
| B | 85-88 |
| B- | 82-84 |
| C+ | 79-81 |
| C | 75-78 |
| C- | 72-74 |
| D+ | 69-71 |
| D | 65-68 |
| D- | 62-64 |
| F | 0-61 |

MINOR SUBJECTS

K5-5th Grade: O – Outstanding, S – Satisfactory, U – Unsatisfactory

SKILL SETS

K5-5th Grade: 1 – Excellent, 2 – Above Average, 3 – Average, 4 – Below Average, 5 – Needs Improvement

GRADUATION REQUIREMENTS

| <u>COURSES</u> | <u>CREDITS</u> |
|----------------------|----------------|
| Bible | 4 |
| English | 4 |
| History | 4 |
| Math | 4 |
| Science | 3 |
| Language, Foreign | 2 |
| Physical Education | 1 |
| Health | 1 |
| Technology Education | 2 |
| Fine Arts | 1 |
| *Electives | 1 |
| TOTAL | 27 |

*Classes which meet only two (2) or three (3) days per week earn a half (0.5) credit. Students must complete 150 hours of instruction to receive one (1) credit hour and at least 75 hours of instruction/experience for a 0.5 credit per school year.

These requirements meet or exceed the standards established by the Maryland State Department of Education. Every student (grades 6-12) must take at least six classes per semester, including the senior year.

No course changes may be made after the second week of school without a Drop/Add form approval of the teacher and of the administration.

TYPES OF DIPLOMAS

Carroll Christian Schools desires for every high school student to develop to their fullest potential academically. We encourage students to look beyond the minimum requirements for graduation and take a bigger challenge. One way we do this is to offer three diploma programs: General, College Prep and Advanced College Prep.

The CCS standards exceed the minimum state requirements of 25 credits. Therefore, meeting the CCS requirements will earn students a College Prep Diploma. In rare situations, the administrator may make an exception that meets the state standard but does not meet the CCS standard. In those cases, the student will receive a General Diploma. Honors and Advanced Honors, as well as GPA honors, will be distinguished at Graduation.

COLLEGE PREP DIPLOMA

To receive the College Prep Diploma:

- Minimum of 27 total credits
- Minimum 85 Service-Learning hours

ADVANCED COLLEGE PREP DIPLOMA

To receive the Advanced College Prep Diploma:

- Minimum of 29 credits

- Minimum 100 Service-Learning hours
- Minimum of 3.25 GPA

HONORS COLLEGE PREP DIPLOMA

To receive the Honors College Prep Diploma:

- Minimum of 28 credits including the following:
 - Science: Advanced Physical Science, Either one of Honors Chemistry or Honors Anatomy, Honors Physics
 - Math: Advanced Algebra I and Advanced Algebra II, Advanced Geometry, and Honors Precalculus
- Minimum of 120 Service-Learning hours
- Minimum of 3.25 GPA
- Students must take 2 honors math and 2 honors science at CCS during High School to be eligible.

CUMULATIVE DIPLOMA HONORS

Recognized at Graduation

Cum Laude= 3.5 - 3.7 GPA*

Magna Cum Laude= 3.7 - 3.9 GPA*

Summa Cum Laude = 4.0 + GPA*

**Based on a weighted grading scale, not rounded (ex: 85-88 = B; 89-91 = B+; 92-94 = A-; 95-98 = A; 99-100 = A+) In order to be recognized for Honors, a student must have been at CCS for at least 3 years of high school.*

HOMEWORK

The homework load should be balanced and reasonable. Any homework given will have a purpose and should be able to be accomplished in a reasonable amount of time. Homework assignments should be clear, concise, clearly communicated at the beginning of class, and up to date in RenWeb. **If a teacher decides to change an assignment, in addition to notifying students in class, the teacher will update RenWeb on the day of the change so parents are able to verify the change with the student.**

A zero for homework not turned in on the due date will be entered into RenWeb on the due date. This will trigger a RenWeb alert to parents. This gives parents the opportunity to have their child make up the work they missed. The zero can be changed once the homework is completed and received by the teacher. Homework turned in a day late under regular circumstances will receive a 15% deduction before the grading is done. Homework turned in two days late under regular circumstances will receive a 25% deduction before the grading is done. Homework turned in after two days late will receive a zero. Teachers will either grade homework for completion or grade homework for a specific grade. Each homework assignment does not have to be graded the same way.

Students must complete their own homework. They should not copy other student's answers, share work without the teacher's permission, or allow another student to copy their work. Students who are caught doing any of these will receive a zero on the assignment and a detention. Students who continually show a pattern of not doing their homework will be put on probation and may be asked to leave CCS if it continues.

Homework will not be given on Wednesday evening in order to allow students to attend church activities. Because of this policy, no tests or quizzes will be given on Thursdays. Long-term projects and papers will not be due on Thursday.

Homework will not be given during evangelistic meetings.

General homework amounts per night:

- Grades 1-3 30 minutes
- Grades 4-5 45 minutes
- Grades 6-8 60-70 minutes (No more than 10-15 min/subject)
- Grades 9-12 75-90 minutes (No more than 10-15 min/subject)
- ***Students in Honors Classes will have more homework.***

HONOR ROLL

CCS wishes to recognize those students who have excelled during the school year.

- *President's Honor Roll:* Students must have all A's on the report card for the grading period.
- *Administrator's Honor Roll:* Students must have A's (at least one) and B's on the report card for the grading period.
- *Conduct Honor Roll:* Elementary students who receive ratings of only 1's for conduct and 1's and 2's for work habits for the quarter will be placed on the Conduct Honor Roll. The Conduct Honor Roll for the end of the year will be comprised of students who made the Conduct Honor Roll for each of the four nine-week grading periods. Any detention for behavior will keep a student from the Conduct Honor Roll for nine-weeks.

MATERIALS

The school realizes it is responsible for the material that is formally presented to your children while at school. This applies to films, textbooks, or other media. This is not always an easy task. The school uses Christian sourced material whenever possible.

Occasionally, in spite of our best intentions, your child will be exposed to material that contains some objectionable items. We try to be careful, but because of the volume of material, particularly library books, there is just no way to be absolutely certain of every word on every page of every book. In addition, there are certain references or literary works (e.g. some works of Shakespeare, Mark Twain, Homer) which are considered vital to the proper understanding of literature from a specific period by even the most conservative of fundamental Christian colleges. These classics, however, are not always written from the Christian viewpoint. Although the teacher tries to point out any sections that may not be totally acceptable, it is both impractical and illegal to alter or censor these key works.

The school appreciates your understanding and cooperation in this very difficult area of trying to bring to your child many rich and valuable educational experiences, while ensuring that each child is properly trained by emphasizing the absolute standards of life.

PSAT AND SAT TEST DATES

Dates for these tests are listed on our school calendar. The PSAT is usually given during the third week of October. Information about the SAT can be obtained from the school office.

PROGRESS REPORTS AND REPORT CARDS

Progress reports are emailed at the 4 ½ week mark each quarter.

Report cards are emailed after the completion of each quarter if there are no outstanding balances. The year-end report card will be emailed if all finances and outstanding items are settled.

If a student has failed to make up daily work or tests, they will receive an “Incomplete” (I) on the report card. The student must make up this work or make a special arrangement with the teacher of that class within two weeks after receiving the “I” to prevent it from becoming an “F.” The student must assume the responsibility of contacting the teacher regarding the Incomplete.

PROMOTION/RETENTION POLICY

Those students not successfully completing a subject or grade (receiving an “F”) may be required to seek summer instruction until the deficiency has been satisfactorily corrected. In grades 9-12 the deficiency or failure will be handled on a subject-by-subject basis. Summer school will be an additional cost to the parents.

Grades 1-8

1. Three “D’s” – promotion on probation.
2. “D’s” in English, reading, math – may have to attend summer school.
3. “F’s” (one not made up in summer school) - no promotion.
4. “F’s” in English and/or math – summer school.

Grades 9-12

Students will be assigned to homeroom grade levels according to the credit requirements of the student. If summer school is not completed at CCS, the transcript of a preapproved summer credit should be sent to CCS for acceptance.

SEMESTER EXAMS

- A schedule for exams will be published prior to the week of exams.
- **All students in grades 6-12 must take the first and second semester exams. SENIORS who have maintained an “A” average (92%) for the school year may be exempt from their final exam.**
- Seniors who are given the privilege of being exempt from an exam must still participate in the exam review. If a senior refuses to participate, the privilege may be revoked.
- Any dishonesty, looking at a classmate's test, or talking about the test to a classmate during a test or exam will result in the student receiving 0% on the test or exam and being subject to further discipline. General talking during a test will result in a **red** slip and further disciplinary action.
- Absences – Any exams missed should be made up within two days of a student’s return to school. Exceptions may be made for extreme cases with the approval of the teacher.
- Any incomplete grade not made up within two weeks after a grading period automatically becomes an F (0%). Exceptions may be made for extreme cases with the approval of the administrator.
- Semester exams must be made up by the time final grades are to be turned in by the teacher. In extreme cases, an extension may be granted with advanced approval by the administrator.
- Exams count for 20% of the semester’s grade.

SENIOR GRADUATION

The selection of valedictorian and salutatorian will be based solely on the National Association of Secondary School Principals’ weighted scale for nonacademic and academic subjects. The weighted scale will apply only to credits received over the four years of high school, grades 9-12. Those who wish to be considered for these honors should consult the principal for advice on which subjects to take. Students must have been enrolled at CCS three full years to qualify for valedictorian and salutatorian.

In the event that the GPA between students is close, preference will be given to the student who has had a more rigorous schedule. In other words, a student graduating with a higher diploma level will receive the honor. **If needed, we may also consider the students SAT/ACT scores to determine the Valedictorian and Salutatorian. Selection of Valedictorian and Salutatorian may be denied to a student who has received a number of behavioral notices (misconduct, detention, suspensions) or if, in the opinion of the administration, this is warranted.** Graduation speeches must be written and submitted to the administration for approval. In order to be considered for these honors, a student must have not missed more than 20 days of school in any school year or have missed the same class more than 15 times in a year.

Seniors must have completed all of the requirements for graduation in order to receive their diploma. This includes having the required credits completed, completing the Senior Thesis, completing the Senior Research Paper, etc. and having no outstanding balance and all books, locks, and iPad including charger must be turned in.

SUBJECTS AND COURSES

Kindergarten

Bible, Letters and Sounds, Numbers, Penmanship, Art, Music, Group Play, and Physical Education.

Elementary

The elementary program is designed to teach the basic learning skills. Included are:

- Bible – an emphasis on Bible knowledge, memorization, love for God and His Word, and character traits.
- Reading – a strong emphasis on phonics through grade 2.
- Penmanship – letter formation through grade 3, an increased emphasis on ability to communicate in grades 4-5.
- English – the structure and proper usage of the language.
- Writing – instruction in the various components of the writing process
- History – a study of God’s hand on past and present human events.
- Science – a study of the earth and the universe: this study emphasizes God’s relationship to all.
- Arithmetic – working with God’s laws of numbers.
- Spelling and Vocabulary – word usage and communication skills.
- Physical Education – physical skills, sportsmanship and cooperation, how to graciously win or lose.
- Art – development of and appreciation for the skills of art.
- Music – general singing, theory, and music appreciation.

Junior High/Middle School

- **Grade 6:** Bible, English, Literature, Math, Science, U.S. or World History, other electives may be offered
- **Grade 7:** Bible, English, Literature, appropriate level of Math, Life Science, U.S. or World History, Physical Education. Students will have the opportunity to participate in choir, or band. Other electives may be offered.
- **Grade 8:** Bible, English, Literature, Earth Science, Geography, Pre-Algebra or appropriate level of Math, Physical Education. Students will have the opportunity to participate in choir, or band. Other electives may be offered.

High School

- **Grades 9, 10, 11, 12 (General Academics):** Bible, English, Literature, Composition, Algebra I and Algebra II, Geometry, Trigonometry/Precalculus, Calculus, Business Math, World History, U.S. History, Civics, Economics, Spanish I and II, Physical Science, Biology, Anatomy, Chemistry, Physics, Basic Technology, Graphic Design, Yearbook, Band, Choir, Physical Education, Art, and others as staff and interest permit.
- **Honors:** Advanced Algebra I, Advanced Algebra II, Chemistry, Physical Science, Physics, Trigonometry/PreCalculus, Calculus, Anatomy, and Biology

For complete information on courses and requirements go to www.carrollchristian.com. Click on the Info tab, click the General tab, and view the Course Selection Guide.

STANDARDIZED TESTING

CCS annually administers the Stanford Achievement Test to students in grades K5-11. For testing dates, please see the school calendar. The Kindergarten students are given the Stanford Early School Achievement Test (SESAT). The Otis-Lennon School Ability Test is given yearly to all grades. It is administered during the same time as the achievement tests.

STUDENT CLASSIFICATION

Students in grades 9-12 are classified according to the number of credits earned:

| <u>Grade and Classification</u> | <u>Credits Earned</u> |
|---------------------------------|-----------------------|
| 9 th Freshman | 0 |
| 10 th Sophomore | 6 |
| 11 th Junior | 12 |
| 12 th Senior | 18 |

TESTS AND QUIZZES

- Students may not have more than two tests in a day. Occasionally with secondary classes, a student may have more than two tests scheduled; however, students are able to move one test after making arrangements with the teachers.
 - a. It is the student's responsibility to make arrangements ahead of time if they have more than two tests. If they wait until after 3:05 the day before the tests, then all 3 tests **MUST** be taken unless the teacher chooses to extend grace.
- Any dishonesty, looking at a classmate's test, or talking about the test to a classmate during a test or exam will result in the student receiving 0% on the test or exam and being subject to further discipline. General talking during a test will result in a red slip and further disciplinary action.
- In case of absence, tests must be made up within two days of returning to school. Exceptions may be made for extreme cases with the approval of the teacher.
- Incomplete grades must be made up within two weeks of the end of the quarter.

TRANSCRIPTS

CCS transcripts report GPAs on an 8-point scale. Documentation will be made on transcripts to reflect our grading scale. Students who earn a 61% or below will be required to retake the course. Transcript requests take 7-10 business days to process after the request is made.

ATTENDANCE POLICY

GENERAL ATTENDANCE POLICIES

Our general attendance policy is as follows:

- Being in attendance and on time is extremely important and teaches responsibility and structure. Being late for school and leaving early drastically disrupts the educational process for not just your student but the class as a whole.
- Tardy and early dismissals should be for emergency situations only.
- Every effort should be made to schedule appointments and extra-curricular activities outside of school hours.
- School takes priority over any extra-curricular activities, whether for CCS or another program. Absences that take place around extra-curricular activities will be in question and can affect the student's grade if found to be unexcused. A student must be present a full day of school (**arrive prior to 10:30 a.m.**) on the day of an extra-curricular event (such as a game) and must be present a full day of school on the day after the event. A student who abuses this policy jeopardizes future participation in extracurricular activities.
- The administrator or designated school employee will track attendance, tardies, and early dismissals. Absences will be recorded by day and by class attendance for those tardy or leaving early.
- The designated school employee will contact the guardian if the child has missed an excessive number of days of school (whether excused or unexcused) or shows a pattern for frequent early dismissals or arriving late to school.
- If your child is going to be absent from school, a written email/note should be sent to attendance@carrollchristian.com by 8:30 a.m. on the day of absence. Unexcused absences become unexcused absences after 3 days.
- If you are arriving late due to a doctor's appointment, please provide a doctor's note. The note may be turned in at the school office by the parent/guardian or student, or the doctor's office may fax the note to 410-876-7766 or email to attendance@carrollchristian.com.

TARDY POLICY

We are committed to academic excellence and regularly see the negative impact of tardiness from an educational perspective. However, we also understand that unexpected circumstances arise from time to time, causing a student to be late to school. When tardiness becomes habitual it creates problems for both the students and the teachers. Tardiness is very disruptive to the class, teacher, student, and learning process and needs to be reserved for emergency situations.

1. All students should arrive at CCS by 7:50 daily. Any student entering school after 8:00 a.m. is tardy. Students who are tardy must first report to the school office to sign in and receive a tardy slip. The tardy slips will be marked "excused" or "unexcused."
2. Examples of tardies that are considered excused are doctor's appointments, illnesses, car problems, or other extenuating circumstances. Unexcused tardy examples are oversleeping, general traffic issues, etc. Students are expected to be on time for school. Being tired, having a headache, or not "feeling well" are not considered excused.
3. Should a student enter school after 10:30 a.m. for any reason, he/she will be marked absent for the day.

4. Habitual Morning Tardiness: Realizing that morning tardiness is not always the fault of the student, families will be charged a fee for multiple unexcused tardies in a quarter. The fees will be applied as follows:
 - ***Upon the 4th unexcused tardy of the quarter - a \$20 fee will be applied to your Renweb account. Each additional tardy will result in a charge of \$20 per occurrence and charged to your Renweb account, through the end of the quarter.***
Please understand that the purpose is not for the school to make money but to encourage parents to ensure that students arrive at school on time daily without punishing the students for something that may not be their fault.
5. Patterns of tardiness related to health reasons will be addressed on an individual basis.

EXCUSED ABSENCE POLICY

Please note that in accordance with the State of Maryland Section 7-301, any student who misses more than 20 days of school will not be allowed to advance to the next grade. Exceptions can be made in rare cases but must be approved by the school administrator. Also note that a student who has 15 or more unexcused absences is considered truant, and there could be legal consequences.

1. All absences must be verified by a note to the office from parents or an email sent to attendance@carrollchristian.com. Emails should not be sent to the teacher about an absence.
2. Excessive absences could result in a zero, a lowered grade on an assignment, summer schoolwork, loss of promotion, or inability to graduate, and fines. It is up to the student to see the teacher about work to be made up before the absence or on the first day of return. Failure to do so will result in a loss of grade.
NOTE: Absences during semester exam weeks due to family vacations will not be excused and, therefore, exams cannot be made up.
 - a) If a student misses an excessive number of school days during the school year, he may be asked to repeat the grade the next term. Rare exceptions can be made at the discretion of the administrator.
 - b) If student absences become excessive, the school may require medical verification to excuse further absences from school.
3. To find out what work has been missed during an absence, check RenWeb and/or email the teacher. All emails are the first letter of the first name, then the last name @carrollchristian.com (i.e., jsmith@carrollchristian.com).

According to the State of Maryland, absences will be considered unlawful if they do not fall under the criteria of an excused absence and a proper note submitted to the school within 3 days of the absence.

Any absence that is not Pre-Approved may likely require a doctor's note.

- Illness - A doctor's note is required for symptoms such as fever, diarrhea, vomiting, etc. lasting three consecutive days. If validity to miss school is in question, the school can request doctor's documentation.
- Death in the immediate family
- Emergency family matters
- Observance of a religious holiday (max of 3 per school year)
- State of Emergency
- Activities or work approved by the school
- Family vacation - Only when approved in advance and based on previous absences and tardies not to exceed the school's maximum number of absences. Students who miss school due to vacations may be asked to complete a written assignment, which must be completed before

returning to class. Please note, under “Unexcused Absences,” family vacations are not considered excused but may be excused on rare occasions as determined by the administrator after submission of a Pre-Excused Absence request. Missing academic time is problematic for all involved, so it is best to plan vacations during school breaks (e.g. Christmas, Easter, summer).

- A **Pre-Excused Absence Request** must be submitted one week in advance to attendance@carrollchristian.com. Absences where a pre-excused request was not submitted will be counted as unexcused.
- Dental and medical appointments - Every attempt should be made to schedule appointments outside of school hours. Students should not repeatedly miss the same class for appointments.
- Personal court appearance (requires verification)
- Extended absence – Any situation that requires an extended amount of time of not more than five days, such as travel out of the city or religious observance. Arrangement must be made not less than 1 week in advance by completing a **Pre-Excused Absence Request must be submitted to attendance@carrollchristian.com**. The request does not mean that it will be approved.

PRE-EXCUSED ABSENCES OR EARLY DISMISSAL

Parents must complete a Pre-Excused Absence Request if they are aware that a student will be absent from classes. This request must include the reason and duration of absence. The administrator will approve/disapprove the request and then notify the teachers. Pre-planned absences will be considered the same as excused absences if they were approved by the administrator and all work may be made up for credit before or after the absence. If a student misses school and it was not approved, it will be counted as an unexcused absence, and the student will receive a zero on their work for that day. This may include homework, tests, and quizzes.

Note: Failure to email a Pre-Excused Request to attendance@carrollchristian.com will result in unexcused absences.

Excused absences, when possible, need to be pre-arranged with the teacher or as soon as possible. It is the student’s responsibility to meet with the teacher to make up for all missed work/exams. Unlimited time will not be allowed to make up assignments/exams. Contacting the teacher alone will not make the absence excused, however. The Pre-Excused Absence request must still be approved by the administrator in order for the missed time to be considered excused.

If a Pre-Excused Absence Request is not submitted, then it is very likely that a doctor’s note will be required.

Juniors and Seniors may go on college visits. A College Visit Pre Approval form must be filled out and submitted to the administrator at least one week prior to the student being absent for the college visit. These forms may be obtained in the school office or on the school website, www.carrollchristian.com under the ‘Info’ tab and under ‘Forms’. A Pre-Excused Absence request should be submitted to attendance@carrollchristian.com along with the College Visit Form.

EXCESSIVE ABSENCES/TRUANCY (HIGH SCHOOL)

If a student’s absences become excessive (more than 3 consecutive days, more than 5 days in any nine-week period, or more than ten days for sickness in a school year) a doctor’s note will be required.

Students found to be truant (excessive unexcused absences) will be subject to school discipline not limited to expulsion and may also be reported to county officials.

UNEXCUSED ABSENCES

An absence from school for any reason other than those listed under Excused Absences will not be excused by the school unless it is cleared in advance by the school. If there is any doubt about the absence being excused, call the school office. Examples of unexcused absences in the State of Maryland include:

- Caring for a sibling or other family member
- Traveling on vacation (unless approved by the Administrator)
- Sleeping in
- Just to spend time with family
- **Any student who receives an unexcused absence will receive zeros for all work for that day/time missed. This includes tests and quizzes.**
- Students with an unexcused absence may be required to complete an assignment about what they may have missed.

ABSENCE NOTES

Absence notes, with the student's full name, grade, date of absence, and specific reason ("sick" is not acceptable), and parent/guardian signature, should be brought to the school office by the student on the morning of his/her return to school or emailed to attendance@carrollchristian.com. If an excuse note is not presented by the third day, the absence will become unexcused, and the work cannot be made up, and a test or quiz will be recorded as a zero.

MAKE-UP WORK

Students have one day for each day of absence to make up any work missed. Other arrangements can be made with the teacher's approval. Missed work should be viewable on RenWeb. Students who arrive late on test days must see the teacher concerning a missed test, or a penalty will be given.

EARLY DISMISSAL

If you are aware that your student needs to leave school early, a Pre-Excused Absence email should be sent to attendance@carrollchristian.com at least one week ahead. Should an emergency early dismissal become necessary, a note must be sent to the school office or emailed by 8:30 a.m. to attendance@carrollchristian.com. To be considered present for the day, the student must either arrive by 10:30 a.m. or be in school until 12 noon. Students may return to school after a doctor's appointment and must sign in at the school office upon return. Notes should state whether the dismissal is for medical or dental appointments, death in the family, etc. When sending an early dismissal note, please provide the student's full name (first and last), his or her grade, time of dismissal, and reason and send to attendance@carrollchristian.com. Please be specific and do not use general terms. Students must be signed out at the school office. Please do not go to the classroom to pick up a student.

If a student must be dismissed unexpectedly, please call the school office. With advanced notice, a student can be ready for pick up. A formal early dismissal note must still be sent to the attendance email attendance@carrollchristian.com.

LEAVING CAMPUS

Students are **not** allowed to leave the campus at any time during the school day without proper authorization from the administrator. Any unauthorized departure from the campus between 8:00 a.m. and 3:07 p.m. or while attending a school-sponsored event at any time or place will subject the student to school discipline. All students leaving the campus for any reason must sign out at the reception center before leaving campus. If a student returns to the campus, the student must also sign in at the reception center. It is important to remember that proper behavior is expected while off-campus. Students represent

Carroll Christian Schools and should act in a way that portrays the school in a positive light to the surrounding community.

Students who are not feeling well must visit the nurse and should not take it upon themselves to contact someone to pick them up to go home. If the nurse determines that a student should go home, the parents will be contacted by the office to pick the student up. Depending on the circumstances, the nurse may send them back to class. Students who leave without the nurse excusing them will be considered unexcused and will, therefore, receive zeros for any work that is missed.

Students in grades 9-12 may receive permission from parents to go off campus between 3:20 p.m. and 4:00 p.m. only if the proper form is submitted ahead of time. An ***Off-Campus Permission Form*** MUST be filled out and submitted through your Renweb account. The late stay supervisor will have a copy of this form in the late stay book. Students must sign out when they leave campus and sign back in when they return by 4:00 p.m. Students may only go to McDonald's, Target, the soccer/baseball fields only if the places are indicated by parents on the permission slip. Students are not allowed to cross 140 to go to Starbucks, Dunkin Donuts, 5 Guys, etc. Students should go off campus in groups for an added safety precaution. Students will not be allowed to go in pairs of the opposite gender; however, as long as there are at least two of any gender, a mixed group of students may go off campus together within the rules stated above. If students return to campus and sign back into late stay after 4:00 p.m. on a continual basis, they will lose the privilege of going off campus during late stay. While CCS allows this privilege, we encourage parents to use caution. As a school, we cannot monitor the safety of the students when they are away from school property and the students' safety is not the school's responsibility during the time they are signed out of late stay.

Parents may give secondary students permission to attend soccer or baseball games, if desired. This must also be indicated on the ***Off-Campus Permission Form*** in the athletic games section. This form must be submitted to the office. The late stay supervisor will have a copy of the form and verify permission before allowing students to leave for the game. Students must sign in at late stay and indicate they are leaving for the game. CCS will know where the students are in case of emergency. Students MUST cross at the crosswalk to attend the games.

In all circumstances, if the ***Off-Campus Permission Form*** is not submitted and in the late stay book, permission will not be granted for the student to leave campus or attend games.

If a student is at school under their parent's care after school, they MUST still abide by the same school standard policies. They should be with their parent(s) and not roaming the building or parking lot. Students should not be going to places like McDonalds with someone of the opposite gender without an adult, or at least two of each gender.

COMMUNICATION

PARENT-TEACHER CONFERENCES

Regularly scheduled parent-teacher conferences are listed on the school calendar. A parent can initiate a conference at any time by sending a note to the teacher, leaving a voice message, sending an email, or calling the school office. If a student has a 70% or below in any subject or if the student has a discipline concern, the teacher may request that the parent attend a conference. If the teacher requests a conference with a parent, the parent must make an appointment for a conference. Appointments are made by completing the Google Document that will be sent through the Connect prior to the conference date.

PARENT-STUDENT RESPONSES TO PROBLEMS

When problems and disagreements arise during the school year, it is extremely important that they be dealt with in a Christian manner. We believe in and practice the chain of command when dealing with problems.

The following procedure will serve this end:

1. Students should never correct the teacher.
 - a. The student may go to the teacher after the class and ask to discuss the problem privately.
 - b. The student may discuss the problem with his parents and ask the parents to contact the teacher. A parent/teacher conference should be arranged.
2. Call the school and leave a voicemail message for the teacher or send an email to the teacher requesting a meeting.
3. Do not discuss the problem with another faculty member or the school secretary since neither is authorized to solve your problem.
4. Do not go to the pastor or administrator first.
5. Do not call the teacher at home unless the teacher requests you to do so.
6. **Do not discuss a concern with a teacher at church. The teacher/administration are at church to worship. Please respect their privacy and set up an appointment.**
7. School events are a time for the teachers to support the school and engage in the activities. Please do not discuss a concern during these times.
8. If you are not able to get the problem solved, you may call the school and request a conference with the administrator.

It is important that parents and teachers cooperate with one another. Anything said or done which tears down respect and confidence for either will harm the child. When there is a misunderstanding, the parent should take it quickly, yet respectfully, to the teacher. Often a conference, or even a note, can clear up the difficulty.

DISCIPLINE

Communication between teachers, students, and parents is important in the discipline process at all levels. Mentoring, working with the student, and reaching their heart should be the motivation behind all disciplinary actions. When dealing with an issue, teachers will be sure the student is clearly aware of what was done wrong and the consequence that will occur due to their actions.

All teachers must develop a standard of expected behavior in their individual classrooms. All rules and consequences must be clearly defined. These standards and consequences will be clearly documented for the parents and shared Parent Orientation/Back-to-School Night.

LEVELS OF DISCIPLINE

Elementary

- Teachers will implement individual classroom discipline systems in addition to using the HOW I ACT tally system. Blue slips will also be turned into the office so that parent notification can be delivered via RenWeb and to help in tracking the number of offenses.
- Consequences for elementary students are determined by their teachers.
- If this first stage is unsuccessful in correcting a discipline problem, the student will be referred to the school office for further action. School administration will use necessary reasonable methods

to maintain the standards of CCS and to help the students. These methods may include student conferences, a consequence that involves some action on the student’s part to solve a problem, detention, parent conferences, revocation of privileges, suspension, and/or expulsion. Our desire is for parents to partner with us by addressing the concern at home and supporting the school in enforcement of rules with the hope that the issue would be over, and the concern would not continue. Parents are expected to support our discipline policies. If parents/guardians show a pattern of not supporting the discipline policies, they may be asked to remove their student from CCS. This includes the expectation that any concerns with a teacher or administration will be addressed in the proper manner. Verbal attacks on school employees are not the proper manner and will not be tolerated. Proper discussion among adults is the correct manner.

Secondary

- Students will be issued discipline notices on three different levels depending on the infraction. The goal is to keep parents informed and to correct misbehavior. With each level of notice, a Renweb email will be sent home so that the parent is made aware.
- The first phase of correcting discipline problems is at the teacher’s discretion and is warranted for the individual student and/or individual situation.
- A discipline notice can be given for the infractions indicated on the slip. The student must sign the notice indicating that they are aware of the reason they are receiving the slip. **This is not an admission of guilt on their part.** The student may respectfully make an appeal to the administration regarding any slip. An area for the student to officially check that they would like to address administration has been included on the notice. Refusal to sign any notice will result in a detention.
- Students may receive multiple green slips without consequence or may move to a yellow slip for repeating the same infraction.
- A student who has already received a yellow slip will receive a red slip for repeating the same infraction.
- A student may skip levels depending on the severity of the offense.
- A consequence will occur with every red slip and is determined by administration. Possible consequences include, but are not limited to, detentions and suspensions.
- Final discipline is at the discretion of administration based on all factors involved. Therefore, what was initially submitted to the office as one level of discipline may be sent home as another level depending on the number of prior offenses, investigation into the incident, and other determining factors.

Level I - Green Slip Infractions (Parent Communication Notice)

| INFRACTION | EXAMPLES (This is NOT an all-inclusive list) |
|---------------------------|--|
| • Dress Code Violation | Short skirt, tight pants, hair out of code, incorrect shoes, wearing non-CCS hoodie/jacket |
| • Unprepared for Class | Forgotten supplies, homework, or other assignments, uncovered book, not in seat when bell rings |
| • Minor Class Disruptions | Talking, calling out, making jokes or noises, communicating with others without permission (passing notes, making faces, etc.) |
| • Poor Attitude - Minor | Grumbling, complaining, uncooperative or negative attitude |

| | |
|--------------------------------------|--|
| • Rough Housing/Boisterous Horseplay | Pushing and shoving, running, jumping stairs, being loud and disruptive in the halls and classrooms |
| • Chewing Gum/Eating | Eating when it is not snack time, drink other than water or not in a clear bottle, chewing gum |
| • Lack of Manners | Rude behavior, not holding doors for others, not greeting others or speaking to others in a polite tone, leaving a mess, littering |
| • Off-Task Behavior | Fidgeting, out of seat, sleeping, not doing work |
| • Late to Class | Not in door when the bell rings, dawdling in hallway or at locker |
| • OTHER _____ | |

Level II – Yellow Slip Infractions (Warning Notification)

| INFRACTION | EXAMPLES (This is NOT an all-inclusive list) |
|--|---|
| • Mistreatment of Others | Joking, teasing, or name-calling in a hurtful way |
| • Misbehavior or Disobedience – Minor | Forgetfulness, carelessness in following rules and/or directions, purposefully manipulating rules |
| • Electronic Device Infraction – Minor | Taking photos in school without permission, playing games online during class, leaving iPad unattended, possession of unauthorized electronic games/devices |
| • Public Display of Affection – Minor | Holding hands, hugging in a romantic way |
| • Possession and/or Distribution of Unauthorized Materials - Minor | Nonprescription medications (cough drops, Advil, etc.), toys, games, etc. |
| • Complaining or Gossiping | Complaining or gossiping about teachers or another student without going straight to that person to discuss the issue |
| • Cheating/Plagiarism | Cheating on homework by copying someone else’s work or by using the internet |
| • OTHER _____ | |
| • Repeated green slip offenses | |

Level III – Red Slip Infractions (Discipline Notification)

| INFRACTION | EXAMPLES (This is NOT an all-inclusive list) |
|--|--|
| • Serious or Repeated Mistreatment of Others | Mean spirited name-calling, intentionally embarrassing another, touching another's belongings or food without permission |
| • Serious or Repeated Disrespect/Defiance/Disobedience | Eye rolling, walking away while teacher is talking, flippant remarks, lying, uncooperative, refusal to obey |
| • Disrespect of Property | Slamming doors, writing on desk, throwing food |
| • Electronic Device Infraction - Major | Failure to turn in cell phone or intentionally deceiving teachers/administrators, accessing inappropriate material, use of a Smart Watch |
| • Public Display of Affection – Major | Kissing |
| • Avoiding/Cutting Class | Deliberately finding ways to miss class or show up late, misuse of hall pass, chronic lateness |
| • Profane/Offensive Language or Gestures | |
| • Cheating/Plagiarism | Cheating on a test or quiz |
| • OTHER | |
| • Repeated yellow slip offenses | |

- **Detention:** Assigned by the administration and served on Mondays from 3:15-4:15 p.m., or 3:15-5:15 p.m. if a more severe detention is needed. Any school activity the student is involved in will be missed to serve detention.
- **Detention for Athletes:** An athlete serving a detention may not move the detention from a game or practice day. They must serve the detention and then be late to practice or the game. It is the coach's decision if they will allow the student to play during that game.
- **Repeated Detentions:** A one-day suspension will be issued to the student who receives more than three detentions within a nine-week marking period. Suspensions will occur after the third detention has been served. Work missed, including tests and quizzes, will be completed in suspension but will not count for a full grade. The student in suspension will receive a 40% academic penalty on the first day, and a 10% academic penalty for any subsequent multi day suspensions.

Major Offenses – The items on this list, which is not all-inclusive, will result in suspension, expulsion, or more serious consequences, such as police notification, when warranted:

- Theft
- Vandalism
- Fighting or instigating a fight
- Forgery
- Pulling a false alarm
- Bullying/Intimidation/Threats/Hurtful and Mean-Spirited comments and name-calling (nonverbal, verbal, written, cyber, or physical)
- Truancy (partial or full day)
- Access to or possession of inappropriate material

- Misuse of technology
- Possession, transmission, and/or use of any of the following: tobacco or vaping materials, alcohol, drugs
- Possession of a weapon, bomb, or other dangerous instruments
- Possession of matches, lighter, explosive materials
- Any type of sexual misconduct (sexual activity, sexting, sexual harassment)
- The following Level III Red Slip Infractions may immediately result in suspension, expulsion, or some other stern consequence if they are deemed to be at a serious level:
 - Cheating
 - Blatant disrespect
 - Lying
 - Profanity
 - Repeated violations
- **Suspensions** will be served at school at the discretion of the administration. A student who receives more than three suspensions in a school year will be immediately expelled.
- **Suspensions for Athletes:** Suspensions may be accompanied by an additional penalty for athletes. A suspension may result in a loss of up to two games at the discretion of administration.
- **Suspensions for Class Officers:** Any class officer who receives a suspension will lose the right to hold class office for the remainder of the school year.
- **Expulsion:** The length of the expulsion is at the discretion of the administrator. During the period of the student's expulsion, he may attend school-sponsored events if accompanied by a parent/guardian. His attire should conform to the school dress code (collared shirt and slacks for boys; a dress or skirt and blouse for girls). Students expelled from school and not allowed to return the following year must have permission from the administration to attend any CCS event.
- A student who is deemed to be bullying another student will receive a suspension the first time and will be asked to leave if the concern continues.
- **Re-enrollment after expulsion:** A student expelled from CCS may be eligible for re-enrollment. The student who submits an application for re-enrollment must meet the following criteria:
 - He must show a genuine repentance for the sin that led to his expulsion. Repentance must be evidenced by the display of a proper attitude and a change of heart that is evident to others.
 - He must present a request that he has written.
 - He must have a letter of recommendation from the Pastor of his church.
- The administrator reserves the right to require a parent whose child does not seem to fit into what the school is working to accomplish to please withdraw their child.

RULES AND REGULATIONS

Carroll Christian Schools is committed to maintaining those standards of conduct and appearance which are distinctively Christian. The school is also committed to sustaining a disciplined environment that is conducive to a quality education. Students are expected to willingly abide by the rules and principles of the school's discipline policies, and parents (guardians) are expected to willingly support the school's policies as agreed upon at the time of registration.

Although most of these policies apply specifically to the student while under the direct supervision of the school, it is expected that students will maintain a reasonable testimony of Christian character at all times. Failure to do so can bring disrepute upon Carroll Christian Schools and may result in dismissal from the school.

Parents are encouraged to consult with the faculty and administration concerning problems or questions regarding their student's behavior or welfare and see that proper channels are followed. In most cases this means first consulting with staff that are directly involved before going to higher administrative levels.

As previously stated, it is understood that attendance at Carroll Christian Schools is a privilege and not a right. Such privilege may be forfeited by any student who does not conform to the standards and regulations of the institution. The school may request the withdrawal of any student at any time, who, in the opinion of the school, does not fit into the spirit of the institution, regardless of whether or not he conforms to the specific rules and regulations of the school.

The following are general rules of conduct regarding student behavior at Carroll Christian Schools. These rules are in no way exhaustive, as it would be impossible to cover all possibilities. It is expected that students will abide not only by the rules as stated herein, but also by the spirit of those rules.

1. Students are to show proper respect to all persons at all times.
2. Students are to give proper care and consideration to school property and to the personal property of others. They should not go into other student's lockers, bags, lunches, etc.
3. Students are to approach their schoolwork with diligence and integrity.
 - a. Unless other instructions are given, students are to do their own work on all assignments.
 - b. Collaborating on work is tantamount to cheating by all parties involved. Students caught cheating receive a 0 (zero) on the assignment and are subject to further discipline.
 - c. Students are to do schoolwork in the prescribed fashion to the best of their ability.
 - d. Students who continually show a pattern of not doing their schoolwork will be put on probation and may be asked to leave CCS if it continues.
4. Students are to follow the school's attendance policies and avoid tardiness to school and class.
5. Students are to be conscious of safety at all times.
 - a. The throwing of rocks, snowballs, and other inappropriate projectiles is prohibited.
 - b. Student drivers will be subject to the suspension of driving privileges if caught driving in an unsafe manner.
 - c. The possession of knives, guns, weapons, matches, lighters, or fireworks and other such items is prohibited. Any threats, verbal or written, will be taken very seriously and could result in immediate dismissal.
 - d. Students should not be running in the halls, stairwells, or parking lot.
6. Students are to be attentive to neatness, cleanliness, and orderliness at all times.
 - a. Student lockers should be clean and orderly. All items on the inside and outside of the locker are subject to administration's approval. No items should be attached to the outside of a locker without prior consent of the homeroom teacher. Administration reserves the right to request anything to be taken down. Any personal items attached to the inside must be in good taste. The school reserves the right to inspect student lockers at any time. Students may not exchange lockers.
 - b. Students should be attentive to the school's appearance by keeping the grounds and facilities free of litter and trash, by cleaning up messes, and by keeping furnishings neat and orderly.
7. Students are to exercise care in their speech.
 - a. Gripping and complaining are not allowed.
 - b. Profanity or forms of it will not be tolerated.
 - c. Dirty or off-color jokes, double meaning remarks, crude language, and slang expressions are not allowed. Any racial comments will result in major discipline.
 - d. Mocking, picking on others, or bullying will not be tolerated.
 - e. Students will not be allowed to talk about hurting someone, joke about hurting someone, or make threats.
 - f. Discussing inappropriate activities is not tolerated.

- g. Using the Lord's name in vain (including OMG) is prohibited.
8. Students are to refrain from ungodly, immoral behavior.
 - a. The possession or use of drugs, alcohol, tobacco, pornography, vaping materials, or other illegal or dangerous items at any time is prohibited.
 - b. Sexual activity at any time is prohibited. This includes any public display of affection during school or any school-related activity.
 - c. Rock music (including "Christian Rock") is not allowed on the school campus. Personal listening devices are not allowed at school or at any school function. An exception is made for athletes on bus rides. Rock paraphernalia is not allowed on clothing, in lockers, on book bags, or on automobiles driven to school. Carroll Christian Schools rejects the rock culture as satanic and ungodly and strongly urges parents to exercise extreme caution in what they allow their children to listen to on their own time.
 - d. Students should not be talking about or promoting a sexual lifestyle that is contrary to the Bible and the standards of the school.
 9. Students are to refrain from certain activities which are extraneous to the educational process. The following are prohibited at school:
 - a. The use of playing cards for inappropriate activity, gambling paraphernalia, etc. Playing cards may be used before school or during lunch as long as appropriate and not creating a disruption. They may not be used during ball games or after school events without the permission of the administrator.
 - b. The use of skates, skateboards, hoverboards, etc.
 - c. Chewing gum during school hours or in late stay.
 - d. Books, magazines, toys, games, fidget spinners, etc. not specifically related to school matter which have not been approved for use at school. Any literature of questionable nature that contains content contradictory to the beliefs and standards of CCS.
 - e. Private solicitation by students.
 - f. Loitering around automobiles before or after school or going to automobiles without express permission.
 10. Students need to be aware that off-campus actions can still impact CCS and therefore may receive disciplinary action.
 11. Texting & Social Media (including Instagram, Snapchat, Twitter, Facebook, and all other social media outlets):
 - a. Students need to be cautious about texts and social media posts.
 - b. Students are not to criticize authority, policies, other students, other schools, or students at other schools.
 - c. Students are not to use inappropriate images, language/content or use the Lord's name in vain.
 - d. Students should not post, share, or even "like" suggestive or inappropriate photographs, images, material, or language.
 - e. Parents should be aware that their child may have multiple social media accounts (even on the same platform) with different audiences according to who they wish to see what is posted. Students often choose to post inappropriate content on accounts they believe parents and other adults are unaware of, so we ask for vigilance on the part of parents.
 - f. Students and parents should understand that it is not an invasion of privacy for administration to take disciplinary action when it is brought to the school's attention that a student has posted something inappropriate. It is our job to protect the image of Carroll Christian Schools, and that includes what our students are sharing publicly.
 12. Between classes, students may talk quietly in the hallways but should refrain from disruptive, loud noise. Students should not run, push, or yell in the halls or stairwells. While classes are in session, students should be quiet in the hallways.

13. Interaction between students must be positive. Taunting, teasing, name calling, or other hurtful comments will not be tolerated.

DISCIPLINARY PROBATION

The purpose for disciplinary probation is to allow the school administration to evaluate a student's progress and true repentance from disciplinary actions. Probation also establishes a program and an atmosphere that will make the student and his family aware of their responsibility to conform to the school's code of rules and conduct.

- After a suspension, a student will be on probation for one marking period (9 weeks). If a student is placed on probation during two consecutive semesters, he will be dismissed from CCS.
- A student returning after expulsion will remain on disciplinary probation for two marking periods (one semester).
- If a student fails to evidence a change in his behavior within the probationary period, then a student returning from suspension will be expelled from the school for the remainder of the school year, and a student returning from expulsion will be expelled permanently.

REMOVAL FROM CLASS

Students who are removed from class due to misbehavior will be disciplined at the discretion of the administration. If it is serious enough that they are sent out of class, it will be handled as such.

DRESS CODE

INTRODUCTION

Please note that our uniform company is Lands' End. Our specific school uniform items can be viewed from our school website, www.carrollchristian.com. On the website, click on the "Info" tab and then click on "School Uniforms" to see approved items.

Patriot Wear items will be available from Lands' End and also through the Online Spirit Wear Store. The Spirit Store tab is also on the website under the "Info" tab. We also have some spirit wear items available in our PTO School Store.

Uniforms can be purchased from any manufacturer that has the uniform items as long as it meets the school guidelines.

GUIDELINES

1. The school uniform reduces competition between students about clothes and puts the proper emphasis on character and personality traits. It is designed to produce uniformity in the appearance of our student body.
2. Uniform school dress is to be observed at all times, both to and from school, and throughout the school day unless other instructions have been given from the school office. Students who change out of their school uniform to prepare for work or practices must follow school guidelines with their attire, and must have a valid reason to change before leaving campus.
3. Only CCS logos/emblems are permitted on sweaters, shirts, or jackets.

4. The students are permitted to wear non-uniform coats and jackets to school. Before entering homeroom, the articles must be taken off; otherwise, the student will be considered in violation of the dress code.
5. Students in K-12 who are out of dress code will be requested to immediately correct the dress code issue. Failure or inability to comply normally will result in students being given a "Notice." If it is a serious dress code infraction, the student will be sent to call their parents to correct the situation and may receive additional disciplinary action.
6. Students who repeatedly challenge the dress code will receive detentions and eventually suspensions.
7. When choosing white items, please choose pure white rather than off-white, oatmeal, or tan.

DRESS CODE FOR GIRLS K-12

**If there are any questions regarding the girls' dress code, please address them to the Assistant Administrator. She will be making all determinations when a girl is sent to the office for dress code issues.

Standard Uniform:

1. Skirts:
 - a. Girls may wear khaki or navy skirts or jumpers.
 - b. Skirts and jumpers must **touch the top of the knee**. It is recommended that skirts are purchased with lengths below the knee to allow for growth.
 - c. Skirts should be A-Line or Box Pleat.
 - d. Skirts may not be the wrap around style, form fitting or show undergarment lines.
 - e. Skirts are not to be rolled up at the waistband to make them shorter than the required length.
 - 1) **Rolling a skirt is a deliberate choice to go against the rules, therefore, discipline will be given for skirts that are rolled.**
 - f. Lands' End offers custom help with ordering the proper length with the proper waist size.
2. Shirts:
 - a. **Polos and oxfords (long and short sleeve) must be navy, white, red or light blue without or with the CCS logo or the Patriot logo.**
 - b. Polos that sit at the hip neatly do not have to be tucked. If they are longer or are sloppy, they will need to be tucked. They must not be bloused excessively.
 - c. **Oxford shirts must be tucked in and buttoned all the way except the top button.**
 - d. **All Girls should wear appropriate** undergarments beneath their shirts to provide modesty. These should have no writing on them and should be white or nude colored to prevent any visible color from showing through the outer shirt.
 - e. Girls may wear turtlenecks or mock turtlenecks that are red, white, light blue, or navy under a shirt or jumper. These shirts should not be tight and do not need to have the school logo.
 - f. Long-sleeve t-shirts in red, white, navy or light blue may be worn **ONLY** under another school uniform shirt.

3. Outerwear:

- a. Girls may wear sweaters that are solid red, white, light blue, or navy. They can be button down, pullover, V-neck, or cardigan but not fleece or sweatshirt material. We encourage you to order these from Lands' End with the CCS logos.
 - b. Polos or oxford shirts must be worn under any sweatshirt, sweater, or "hoodie." **If a student is wearing a hoodie without a proper uniform shirt underneath and after the 4th offense they will lose their privilege to wear a hoodie for the remainder of the school year.**
 - c. Spirit Wear hoodies and sweatshirts are permitted.
 - 1) Hoodies must have a school logo on them. (no other are permitted)
 - 2) Hoodies and sweatshirts may not be worn during chapel.
 - 3) Hoods cannot be up when the student is inside the school building or on the bus. **Students who wear their hoods up inside the building will lose the privilege to wear a hoodie.**
4. Socks:
- a. Girls should wear white, black, khaki, navy blue, or red knee highs, crew socks, tights, or pantyhose. Socks must be visible. They may have a simple Nike swoosh, Reebok emblem, or Adidas logo but may not have any other lines or symbols on them. Leggings may be worn under the school uniform skirts when it is cold outside. Leggings must be white, black, navy, khaki, or red. Leggings cannot be worn without a skirt over them.
5. Shoes:
- a. **Casual Shoes**
 - 1) **Elementary students** may wear regular tennis shoes.
 - a) Squeakers, lights, wheels or any other hazards or distractions on the sneakers are prohibited.
 - 2) **Secondary students** may wear casual shoes Keds/Vans style, Sperry topsiders and other business casual style shoes- brown, tan, red, white, black, navy, blue, and gray.
 - a) Shoes must have a back.
 - b) Shoes may have a heel that is not higher than 2".
 - c) Two tones of the listed shoe colors are permitted.
 - d) No Moccasins, clogs, crocs, and slipper-type shoes.
 - e) No High top shoes
 - f) No Boots may be worn with the regular school uniform.
 - g) A shoe that distracts from the overall uniform appearance will not be allowed. Seek Administration approval if uncertain.
 - b. **Dress Shoes- For Programs**
 - 1) **All Students- regular dress shoes (Mary Janes, oxfords, or loafers with matching laces) that are black, navy, tan, or any shade of brown.**
6. Accessories:
- a. Hats, scarves, sunglasses, or head coverings of any kind may not be worn in the school building unless approved for a particular reason.
 - b. Girls may wear no more than 3 earrings per ear at a time. These can be earlobe or cartilage rings. Earrings must not hang lower than 2 inches.

- c. Students may wear bracelets, but they should not be excessive in number. If a student wears too many or they become a distraction, the student will be asked to remove them.
 - d. Body piercings, tattoos, drawing/writing on oneself, and ear gauging are not allowed.
7. Hair:
- a. Girls' hairstyles are to be conservative and avoid extremes and fads, such as shaving or trimming hair extremely close on sides and/or back, cutting short on one side and allowing the other side to be excessively long to cover the eyes. In general, the hair should not hang in the student's eyes.
 - b. Girls should not have a boy's style haircut.
 - c. The hair color must be a natural color (brown, blonde, black, or natural red). Hair may have natural color highlights but cannot have any coloring that is not natural looking.
 - d. Certain styles such as ombre coloring may be pre-approved by the administrator.
 - e. Hair should not be 2 contrasting colors (even if natural colors) without pre-approval.
 - f. Tinsel in the hair is not allowed.

Girls Chapel Dress (K5-12th grades): *Optional*

1. **Girls may wear a navy or khaki skirt or jumper and an white or Blue oxford shirt.**
2. **Hoodies, jackets, team jackets, and sweatshirts may not be worn to chapel. Dress sweaters in a school color are allowed.**

DRESS CODE FOR BOYS K-12

Standard Uniform:

1. Pants:
 - a. Boys may wear navy blue or khaki uniform dress pants. ** See the Lands' End pants on the website for an example
 - b. Pants should not be excessively baggy. They should not be 'skinny', tight or have a jean-type look.
 - c. Jeans, denim, corduroy, and cargo pants are not permitted.
 - d. Pants must be dress pants and should not have patch pockets. They should have pockets that are cut into the pants; the pocket should not be attached to the outside.
 - e. Pants should be light khaki or tan khaki in color as you see from Lands' End. They should not be off shades of brown, rust, etc.
2. Belts:
 - a. Belts must be worn at all times and should be brown, black, navy, red, white, gray or tan.
3. Shirts:
 - a. **Polos and oxfords (long and short sleeve) must be navy, white, red or light blue without or with the CCS logo or the Patriot logo.** If a logo is desired, purchase through Land ends.
 - b. **Polos must be uniform style with a small brand or logo, they can be dry fit or cotton.**
 - c. Polos and oxfords must be tucked in and only the top button unbuttoned.
 - d. A solid color, plain t-shirt must be worn underneath dress shirts. If a t-shirt is worn under a polo, it must also be a solid color, plain shirt.
 - e. Turtlenecks and mock turtlenecks that are red, white, light blue, or navy may be worn. They should not be too tight, and they do not have to have the school logo.

- f. Long-sleeve t-shirts in red, white, navy or light blue may be worn **ONLY** under another school uniform shirt.
4. Outerwear
- a. Boys may wear sweaters that are solid red, white, light blue, or navy. They can be button down, pullover, V-neck, or cardigan. No hoods or zippers and not fleece material. We encourage you to order these from Lands' End with the CCS logos.
 - b. Polos or oxford shirts must be worn under any sweatshirt, sweater, or "hoodie." **If a student is wearing a hoodie without a proper uniform shirt underneath and after the 4th offense they will lose their privilege to wear a hoodie for the remainder of the school year.**
 - c. Spirit Wear hoodies and sweatshirts are permitted.
 - 1) Hoodies must have a school logo on them. (no other are permitted)
 - 2) Hoodies and sweatshirts may not be worn during chapel.
 - 3) Hoods cannot be up when the student is inside the school building or on the bus. **Students who wear their hoods up inside the building will lose the privilege to wear a hoodie.**
5. Socks:
- a. Boys must wear socks.
6. Shoes:
- a. **Casual Shoes**
 - 1) **Elementary students** may wear regular tennis shoes.
 - a) Squeakers, lights, wheels or any other hazards or distractions on the sneakers are prohibited.
 - 2) **Secondary students** may wear casual shoes Keds/Vans style, sperry topsiders and other business casual style shoes- brown, tan, **red, white**, black, navy, blue, and **gray**.
 - a) Shoes must have a back.
 - b) Two tones of the listed shoe colors are permitted.
 - c) No Moccasins, clogs, crocs and slipper-type shoes.
 - d) No Boots may be worn with the regular school uniform.
 - e) A shoe that distracts from the overall uniform appearance will not be allowed. Seek Administration approval if uncertain.
 - b. **Dress Shoes- For Programs**
 - 1) **All Students**- regular dress shoes (Mary Janes, oxfords, or loafers with matching laces) that are black, navy, tan, or any shade of brown.
7. Accessories:
- a. Hats, sunglasses, or head coverings of any kind may not be worn in the school building unless approved for a particular reason.
 - b. Boys should not wear earrings or **necklaces that show**.
 - c. Boys may wear elastic bracelets, but they should not be excessive in number and must be appropriate. If a student wears too many or if they become a distraction, the student will be asked to remove them.
 - d. Body piercings, tattoos, drawing/writing on oneself, and ear gauging are not allowed.

8. Hair:
- a. Boys' hair must not be excessively full and should be off the collar in the back, off the ears, and out of the eyes and no longer than 2 inches.
 - b. Hair should be neat and should not be a fad style. Tapered cuts are preferred.
 - c. Students cannot have their hair long on the top and shaved on the sides. A slight difference from the top and sides is acceptable. Please view some examples of what is acceptable and what is not by going to our website under the 'Info' tab.
 - d. Hair must not be dyed, colored, or highlighted. Those who do so will be asked to leave school until the normal hair color is restored. This will be an unexcused absence and a penalty will also be given.
 - e. Unusual styles will not be accepted.
 - f. Hair must be to school code by the first day of school, first day of athletic practice, and when returning from a school break (i.e., Christmas break).
 - g. Should a student be requested to get a haircut, he will be given three days to comply. If the student does not comply within the specified time, he will not be allowed to return to school until he is in compliance and may receive detention.
 - h. Hairstyles that cannot be modified by the barber will result in immediate suspension until an acceptable style can be attained.
 - i. Hair that is long enough to be put in a "man bun" or that is hanging in your eyes is too long.
 - j. No facial hair is permitted. After a student receives two warnings in a quarter or five warnings throughout the school year, he will be sent home to shave. He will receive an unexcused absence for any class or work that he misses. He may also receive disciplinary action.
 - k. There may be a rare occasion when for health reasons the facial hair policy may be adjusted for a specific student.
 - l. Sideburns should not extend beyond the middle of the ear.
 - m. Hair should not have lines or numbers cut into it and should not be brought to a point.

Boys Chapel Uniform (K5-12th grades): *Optional*

1. **Boys may wear a tie on Chapel days. Any color tie may be worn with a school color dress shirt.**
2. **Ties should be worn properly on Chapel days until chapel is over. After chapel, if the student is not wearing it properly, it should be taken off.**
3. **Pants should be uniform pants that are khaki or navy.**
4. **Any school color dress sweater may be worn on Chapel day.**
5. **Hoodies, sweatshirts, jackets, Patriot Wear, and team jackets cannot be worn to Chapel.**
6. **Suits or dress pants and suit jackets may be worn on Chapel days.**

GENERAL DRESS CODE

P.E. Uniform:

1. Grades K-5:
 - a. Students may wear sneakers with their regular school uniform.
 - b. Girls must wear navy, black, or khaki shorts under their skirts.

2. Grades 6-12

- a. All secondary students who have P.E. **must have** a CCS PE uniform from either the Online Spirit Wear Store or Lands' End. They can be viewed at our school website under the "Info" tab.
- b. A CCS P.E. uniform t-shirt (long or short sleeve) and uniform shorts are required. **If students are not in the correct uniform, they will not be allowed to participate and will lose points from their grade.**
- c. CCS Patriot sweatpants are optional for cold days.
- d. CCS sweatshirts and hoodies may be worn.
- e. Failure to wear the required uniform four times per quarter will result in a detention.
- f. Eight (8) or more zeroes for nonparticipation in the year (including not wearing the uniform) will result in loss of credit for the course. P.E. participation is expected of all students in the P.E. elective unless a valid reason exists. There will be no exceptions made unless there is a valid, physician approved, medical reason.
- g. Students must wear sneakers and socks.

Casual Days:

1. **Friday Casual Days:**

- a. **Theme Shirt or Spirit Wear - Students may wear theme shirts or spirit wear shirts with Patriot pants or school uniform pants for boys or skirts for girls.**
 - 1) **Only allowed to wear approved outerwear over the theme shirt.**
 - 2) **Students may wear sneakers.**

2. Special Casual Days:

- a. Specific guidelines will be given for each Casual Day. If a specific theme is designated, the choice of clothes must clearly indicate the student followed the theme guidelines. No sleeveless shirts or tank tops allowed.
- b. Students will be allowed to wear jeans/athletic pants on Casual Day. Appropriate-fitting boot cut, straight leg, and flare cut jeans are permitted. No skintight jeans, skinny jeans, jeggings, yoga pants, or leggings are permitted. Jeans should be clean and neat and should not have any holes in them. If they do not fit the standard, a parent will be called and asked to bring appropriate attire.
- c. Dress boots in black, brown, tan, navy, or gray may be worn for Casual Day.
- d. Students may wear sneakers.
- e. Shorts cannot be worn on Casual Days.

*Participation in Casual Days is a privilege and not a guaranteed right. If a student does not follow the Casual Day guidelines, that student will forfeit his/her privilege

Game Days:

The following policies pertain to athletes on middle school and high school team game days:

1. Soccer and Volleyball Teams:

- a. For **away** game days, the athletes on these teams may wear their team shirt, jersey, and team shorts under team warm-up pants with socks and sneakers.

2. Basketball Teams:
 - a. For **away** basketball games, the athletes may wear their team jersey or team shirt under a Spirit Wear hoodie or team warm-up jacket with team shorts under team warm-up pants with socks and sneakers.
3. Cheerleaders:
 - a. On game days, cheerleaders may wear their full cheerleading uniform. They may also wear the team warmups with their team shirt and sneakers. They will wear sneakers that are not their cheer uniform sneakers.
4. Baseball Team:
 - a. For **away** baseball games, the athletes may wear their jerseys, patriot pants or khaki pants with socks and sneakers.
5. Players should not look sloppy. Jerseys should be tucked in, etc.
6. If a player wears their warmups on the wrong day, the first time they will be given a notice warning. The second time during a season that an athlete comes in warmups on the wrong day, they will lose their privilege to wear warmups at school on game days.

****NOTE:** No generic T-shirts, wind pants, sweats, flip-flops, slides, or sandals may be worn. Team uniforms only as listed above.

Dress Up Days:

1. Picture Day:
 - a. Boys should wear uniform pants, a nice school polo or button-down dress shirt, tie, and casual shoes.
 - b. Girls will wear a uniform skirt and a polo or modest non sheer blouse.
 - c. The neckline should not reveal cleavage, and blouses with buttons should be completely buttoned to the top.

DRESS CODE FOR EXTRACURRICULAR ACTIVITIES

1. Athletic Events:

- a. Students attending athletic events, either home or away, may wear proper fitting, school standard jeans or sweatpants and a CCS t-shirt (i.e. theme shirt or CCS spirit wear shirt).
- b. In the fall and spring seasons, spectators may wear proper fitting CCS approved shorts. The shorts should come to 2" above the knee and are not to be rolled up at the waist to make them shorter.
- c. During the winter season, shorts should not be worn.
- d. Skinny jeans, jeggings, leggings, and yoga pants may not be worn.
- e. Athletes who come to games should view the Athletic Handbook for the policy for players.
- f. It is our desire that our fans and teams are classy and look sharp. Therefore, if students dress immodestly or inappropriately, a notice will be given the next school day and further disciplinary action may occur for continued infractions.

2. School Programs:

- a. Dress for those attending all school programs will be chapel dress or the school uniform or the equivalent of the school uniform unless an exception is announced. In other words, boys should wear dress pants and a dress shirt or polo. Girls should wear a modest, appropriate, top-of-the-knee length skirt and blouse or dress. A dress code violation at any school function may result in a detention and the student may be asked to change. If they cannot change, they may be asked to leave.
- b. Special attire may be requested for those who are performing.

3. Field Trips:

- a. Please consult your child's teacher for details on a specific field trip. Students are to wear the theme shirt and Patriot sweatpants when appropriate or school uniform.

4. Field Days:

- a. Standard dress for these events is sweatpants, t-shirts, and tennis shoes.
- b. T-shirts should not have offensive or objectionable writing or pictures.
- c. Modest athletic shorts that are not tight and come to 2" above the knee or Patriot sweatpants may be worn. Sweatpants must be worn over shorts when inside the school building.

5. Jr./Sr. Banquet/Formal Banquets (including Sports Banquet and Homecoming)

- a. Ladies:
 - 1) All dresses must be presented to a Dress Check Committee of three ladies at the same time for approval. The schedule will be as follows.
 - a) Approximately six weeks prior to event – Dress check dates announced
 - b) Approximately one month prior to event – 1st dress check
 - c) Approximately two weeks prior to the event – Final, follow up dress check for dresses needing alterations after first check.
 - 2) Ladies will be asked to submit photographs ahead of time, as some issues with dresses may be taken care of prior to the dress check date, saving time for all involved.
 - 3) Ladies should come to the dress check prepared to try the dress on with shoes and appropriate undergarments. If uncertain about a particular dress, more than one dress may be brought to the dress check.
 - 4) Any dress requiring alterations must be checked again and approved by the dress check committee prior to the event.
 - 5) Possible outcomes of the dress check: (1) dress is approved, (2) the young lady may be asked to wear a cover (e.g. sweater, bolero, shrug) with the dress to the event, (3) alterations may be necessary to make the dress acceptable, or (4) the young lady may need to choose a different dress.
 - 6) Approval will not be given on the day of the dress checks. After discussion among the committee members, each girl will receive (within 48 hours) either a dress approval, notice of required alterations, or notice to choose a different dress.
 - 7) Dresses requiring alterations after the first dress check will be rechecked after changes are made.

b. Gentlemen:

- 1) All gentlemen are to conform to CCS dress code guidelines concerning their attire, hair, and facial hair.
- 2) Clothing should meet or exceed the uniform standard.
- 3) Gentlemen should wear a suit or tux, dress pants, dress socks, dress shoes, and tie.
- 4) Pants should not be tight.

***Below are some guidelines. However, please understand that the same dress can look very different depending on who is wearing it. There are also many style variations making it difficult to describe every possible type of dress in words. Therefore, dresses will be approved on a case-by-case basis according to how it looks when worn by the young lady. Images of acceptable and unacceptable styles will be distributed prior to the event so that ladies have an idea of what types of dresses to look for. In general, MODESTY is our goal...modest dresses will be approved and immodest dresses will not. Knowing that this is subjective is the reason for a 3-person committee.**

Basic Dress Guidelines:

1. Absolutely no cleavage can show while sitting, standing, or bending over. There are many styles of straps at the top of dresses (too many to describe here), so decisions will be made by the committee as to what is acceptable. Remember that modesty is the key.
2. The sides of the dress (underneath armpits) must provide ample coverage.
3. Appropriate undergarments must be worn according to the style of the dress (including a slip).
4. No nude-colored underlay that creates the illusion that nothing is underneath will be permitted.
5. No tight, form-fitting, “mermaid” styles will be allowed.
6. The back of the dress must come high enough to cover where a regular bra strap lies on the back. Openings should not go below the bra line.
7. The dress length is to come to the middle of the knee and must not come above the knee when seated. Slits may be no higher than the knee when sitting or standing. If the dress has a lace overlay, the dress itself (not the lace overlay) is to come to the middle of the knee and must not come above the knee when seated. NOTE: The lace overlay is usually longer than the dress.

Additional Notes Regarding Dress Code: It is impossible to cover every single potential dress code issue. Therefore, we ask that parents and students agree to do their best to not only uphold the specific guidelines laid out here in this handbook, but to inquire in advance regarding any potential dress code issues (e.g. hair style/color, shoe style/color, etc.). We are happy to give guidance to avoid dress code violations. Additionally, please use discretion when making decisions, keeping in mind that our goal is for our students, as representatives of CCS, to appear neat, tidy, professional, and clean-cut. Green slips are given merely as gentle reminders that a student is not in alignment with our dress code and are not intended to be punitive. Reasonable time is given to take care of an issue (e.g. order a new skirt that is too short). However, repeated dress code violations, disregard of green slip reminders, or disrespectful attitude may elevate the violation to a yellow or red slip.

EXTRACURRICULAR ACTIVITIES

AMERICAN CHRISTIAN HONOR SOCIETY

Carroll Christian Schools has a chapter of the American Christian Honor Society to provide recognition for students who have excelled in leadership, service, scholarship, and Christian character.

Selection – For membership, the administration and faculty will annually evaluate those students with a grade average of 90% or better who are in their junior or senior year or in the second semester of their sophomore year. Students must have attended CCS for two years to qualify. Those selected will be inducted at a special ceremony honoring their achievement. Society members must maintain the same qualities in order to remain members.

FIELD TRIPS

From time to time, educational field trips will be planned. Typically, there is an annual middle school and an annual high school field trip along with the other field trips for a particular class.

1. Participation is expected as a part of credit received for classes. Notice will be sent in advance of the trip with all information concerning the activity, costs, etc.
2. A permission slip must be filled out and signed by the parents (electronically), or the student will not be allowed to participate. Students having disciplinary problems may be prohibited from participating, in which case, the absence will be unexcused.
3. Unless told otherwise, students will wear this year's theme shirt as laid out in the field trip information. Should a student lose his or her shirt, he or she must purchase one from the school office a day in advance of the trip.
4. Cell phones will be left at school locked in the homeroom classroom to be retrieved upon return to school at the end of the day.
5. Headphones, iPods, earbuds, and other devices are prohibited unless otherwise stated in advance.
6. Field trips are considered part of a CCS education and are intended to be a positive learning and social experience that will help create well-rounded students. Therefore, participation on field trips is mandatory unless pre approved by the administrator. Any student who misses a field trip without prior administrative approval will be given an assignment to complete and return the next school day. Additionally, the absence will be considered unexcused.
7. Student safety is our highest priority. Therefore, while traveling on the bus during field trips, students are required to behave appropriately and take precautionary safety measures, including, but not limited to, remaining seated on bottom with back against the seat, keeping hands, arms, and all objects inside of the bus, talking quietly, refraining from disruptive or dangerous behavior such as throwing items, etc.
8. **IMPORTANT NOTE: Anyone interested parent must complete a CCS Approved Chaperone form at the beginning of the school year by the end of the first week of school. It is recommended that every parent complete this form just in case the occasion arises that he or she wishes to attend.**

FINE ARTS

Carroll Christian Schools participates annually in regional and state fine arts competitions sponsored by the Association of Baptist Church Schools. These competitions provide a wonderful opportunity for students to show their skills and talents and to develop poise and maturity.

The competitions involve many very specific rules. Parents and students are encouraged to be well-informed of these rules. We would love to see every student compete in some capacity at the fine arts competitions.

Complete details and dates will be shared as the competitions approach. If you have any questions, please contact the Fine Arts coordinator.

JUNIOR-SENIOR BANQUET

The Junior/Senior Banquet at Carroll Christian Schools is a very special event and one of the highlights of the year for upperclassmen. Students should take care to uphold the testimony of the school, their own testimony, and, above all, the testimony of Christ this evening.

Dress for the occasion is semi-formal or formal. Approval of their attire will need to be secured at least two weeks in advance of the evening. Ladies who do not attend CCS must also have their attire approved. Please view the dress code guidelines for this event under the Extracurricular Activities section of the Dress Code.

Each junior and senior may invite one guest of the opposite sex to be his/her date. Underclassmen and dates who do not attend CCS must be pre-approved by the administrator and complete the form for non-CCS guests. The form can be found at www.carrollchristian.com under the 'info' tab or in the school office. All CCS students and guests are expected to follow CCS rules for the banquet and the after party. As hosts, all Juniors are expected to attend the banquet.

MUSIC

In order to provide students with an outlet for musical expression, the school maintains an instrumental and choral program. Both of these programs have enjoyed success in the past and are available to any student interested in participating.

Participation in the music program assumes the responsibility of participation in outside events including, but not limited to, concerts, competitions, parades, and commencements. A list of such events is available from the music teacher at the beginning of each school year.

If a student does not participate in the above-mentioned responsibilities, a consequence (e.g. zero grade for the performance, completion of an assignment, singing for the music teacher, etc.) may follow at the discretion of the music teacher. If the student has any reservations about full-scale participation in the music program, he/she should not enroll in the program.

Any questions concerning any aspect of the music department should be directed to the music department.

OFF-CAMPUS ACTIVITIES AND RESPONSIBILITIES

Carroll Christian Schools is a Christian school and, as such, seeks to maintain a Christian testimony. Obviously, this testimony will be determined by the behavior and lifestyle of its student body. Therefore, the students' activities off-campus are important in developing and maintaining this testimony. Every CCS student is expected to avoid involving himself in activities which are not in harmony with the philosophy and standards maintained by CCS. Offenses in these areas will be dealt with at the discretion of the administration through the use of a conference, suspension, or expulsion.

SERVICE LEARNING HOURS

Students are expected to complete a minimum of 85 Service-Learning hours sometime between 6th grade and **end of the 3rd quarter Senior year**. Higher diploma levels require additional Service-Learning hours. Students must complete a *Service Learning Hour Form* that is available in the school office or on the website at www.carrollchristian.com under the Info Tab and subcategory General. Please turn these completed forms into the school office as the tasks are completed.

The hours are recorded on the student's transcripts. Students are encouraged to serve the Lord and not just do it to complete the hours.

SECONDARY REVIVAL

Every January as we start the second semester, we take time to refocus our spiritual walk with our Secondary Revival Services. These services are usually held during the school day. Students are expected to attend each service, and parents are encouraged to join us.

SENIOR LUNCHES

Once per quarter, seniors will have the privilege of going out to a local restaurant with a staff member to enjoy a time of fellowship. Transportation will be arranged by the school. For these outings, seniors are to...

1. Conduct themselves in such a manner as to be a good testimony and represent CCS well.
2. Bring money to pay for lunch and tip.

SENIOR PRIVILEGES AND RESPONSIBILITIES

1. Seniors will be expected to exemplify the finest in character and conduct as the conclusion of their years at CCS draws near. They will be expected to perform in the highest tradition of "upperclassmen."
2. Seniors will be expected to meet the standards of school codes and conduct standards and are subject to school discipline up to and including graduation.
3. Graduation announcements may be purchased from Balfour.
4. A senior trip with proper supervision and sponsorship will be scheduled for the seniors during the second semester of the senior year.
5. Seniors will be responsible for attending all end-of-the-year activities involving seniors, even after the last day of regular classes and exams, e.g., chapels, awards assemblies, and graduation practices.
6. **In order for a graduate to receive a diploma all financial obligations** (tuition, fees, etc.) to the school paid in full, all CCS materials (books, gown, etc.) returned, and lockers cleaned out.
7. Seniors are required to attend the commencement service. Graduation speeches by the valedictorian and salutatorian must be written and submitted to the administration for approval.
8. Class funds which may be left at the end of the year will be presented as a class gift to a school-related project of the class' choice with approval of the administration.
9. Seniors are required to complete and pass a research paper in order to graduate.
10. Seniors are also required to write, present and pass the Senior Thesis.

SENIOR TRIP

The senior trip is a privilege. The administration may cancel that privilege for an individual senior or for the entire group, if it is deemed wise, expedient, or necessary. By the time a student approaches graduation at CCS, it is expected that he/she will exhibit strong evidence of maturity, character, and Christian grace in his/her daily walk. If there are obvious deficiencies in 1) general attitude, 2) moral character, 3) respect for authority, or 4) other important areas, the students will be restricted from participating in the senior trip.

Otherwise, Seniors are expected to participate in the preparation for the senior trip as a normal part of their graduating class. Furthermore, each senior is expected to go on the senior trip. If for some reason an exception is granted to miss the trip the Senior will be given assignments that must be completed before they will be allowed to graduate. Exemptions must be requested in writing by the student and parent and

should not be expected except for genuine need. Behavioral standards on the trip will be those consistent with the normal standards of CCS.

The senior trip will cost approximately \$1,400.00 and seniors should begin saving early.

SPIRITUAL RETREATS

Each year, we begin the school year by taking the 7th -12th grades on a three-day, two-night Spiritual Retreat. This is important to get the year started on the right note and to help new students fit in and feel welcome. It also lets the students get to know their teachers. The retreat will have many team building and other fun activities, but the highlights of the trip are the chapel services. All students in grades 7-12 are expected to attend the retreat. Students who miss the retreat will be required by the administrator to complete written assignments.

STUDENT COUNCIL ASSOCIATION

The Student Council Association is made up of an SCA President, Vice President, Secretary, and Treasurer who all serve as secondary school officers. The SCA also includes class representatives from 6th-10th.

The SCA meets with the Administrator at least once a month to give input, answer questions, and help plan events such as Spirit Week and Pep Rallies. They also do at least one service project as well as help with events like Grandparents' Day and Open Houses.

To run for office, students must have shown demonstrated leadership skills and must complete a candidacy form. **Students ineligible athletically or suspended can not serve on the SCA.** Elections will be held to determine the core officers and class representatives each year.

The SCA exist for the following purposes:

1. To conduct fundraisers for the Junior/Senior Banquet and for the Senior Trip.
2. To plan and organize special class events. The junior class will organize and present the annual Junior/Senior Class Banquet. The senior class may have the privilege of arranging one senior class lunch per quarter during their senior year. All arrangements must be approved by the class sponsor and the administration.
3. To have the classes organized so that they may participate in planned activities of Spirit Week and Homecoming.
4. To allow for the exercise of leadership on behalf of the elected individual officers.
5. To interact with the school administration at the request of the administrator on matters where the perspective, ideas, and opinions of the students are sought.
6. To seek opportunities to help others and provide service to the school, the community, and the world.

11th and 12th grade elections will be organized by the following officers

1. President
2. Vice President
3. Secretary
4. Treasurer
5. Chaplain (should be a male student because of our biblical conviction regarding male pastors – I Timothy 2:12)

The Class President and Vice-President will serve as their class representatives on the SCA. The Class representatives for 6th-10th will be voted on and will be a part of the SCA meetings as well.

Each class is assigned a homeroom teacher by the administrator to act as their advisor and must approve all projects carried out by the class. The teacher will moderate all elections of class officers. The teacher may have the right to veto any activity or project. All class meetings and activities must be attended by the faculty sponsor.

All class activities and projects must be approved by the administrator.

More information is available about the SCA at www.carrollchristian.com under the Info Tab.

FINANCES

GENERAL INFORMATION

Tuition fees and voluntary gifts sustain Carroll Christian Schools. Without the support of the Church of the Open Door, school families, and donations, we would not be able to continue our educational ministry. Therefore, it is important that tuition and bill payments be paid when due and for families to actively support our various fundraising efforts.

A schedule of current CCS tuition and fees is available in the school office or at www.carrollchristian.com under the Info Tab.

The finance office will handle all billing and payment related issues. The office is typically open Monday through Friday from 8:00 a.m. to 4:00 p.m. You can reach the finance office by phone at 410-876-3838 x313 or by email at billing@carrollchristian.com. Visitors to the finance office must first check in at the school office.

BILLING & PAYMENTS

CCS utilizes an automated financial management system called FACTS for billing and payments. Tuition and fees for a given school year will be based on the published CCS rate schedule, except for international students.

All families **must** enroll in the FACTS system for billing purposes and select a tuition payment plan during enrollment. Tuition payment plan options include: annual (1 payment in full by August 1st), semi-annual (August & January), 10-month (August to May), and 12-month (June-May). Payments will be withdrawn automatically and are due by the date you have designated in FACTS.

Alternative payments made by cash or check (payable to CCS) must be submitted to the finance office at least 5 days before the due date to prevent automatic withdrawals by FACTS from your financial account. Bank transfers or credit card payments can also be made online through your FACTS family portal or by calling customer service at 866-441-4637. FACTS adds a 3% service charge for all credit card payments; this does not apply to ACH bank account withdrawals. Additional fees will apply for each occurrence of insufficient funds, returned checks, late payments, etc., which vary and presently range from \$15 to \$30.

For students who enroll after the school year begins, payment of the Registration & Materials Fees is required through a FACTS account before the first day of attendance. The tuition and applicable discounts will be prorated for the remaining months of the school year.

Students who withdraw or who are expelled must settle all outstanding balances before any records (except medical) will be released. A student is not considered withdrawn until a withdrawal form is signed and on file in the school office. Tuition will then be prorated based on the number of months the student has attended.

Refunds of tuition for withdrawn students will be made for any prepaid months after the student discontinues attendance, once all other incidental and prepay balances are settled. The Registration & Materials Fees will not be refunded. The attendance of one day in a given month constitutes a financial obligation for the entire month.

Quarterly or final report cards and transcripts may be withheld whenever an account becomes delinquent. Outstanding FACTS balances must be paid before academic records are released and before students are allowed to participate in year-end events such as Kindergarten or high school graduation. This includes charges related to book fines, athletic uniforms, iPad damage, etc.

TYPES OF CHARGES

The CCS charges from the FACTS system are divided into the following categories:

1. ePay - the initial electronic charges for Registration & Materials Fees which are withdrawn when enrollment packets are submitted through FACTS for each student.
2. Tuition - the recurring monthly tuition charges for elementary and secondary students which are due on the payment day that was selected during enrollment.
3. Incidentals - the occasional fees for added services such as late stay, athletics, music lessons, Senior lunch fundraisers, etc. These fees are generally posted as they occur or after the end of each month. FACTS provides notifications whenever charges are posted to your account and before payments are due.
4. Prepays - the prepayments for cafeteria meals in which funds are loaded beforehand through your FACTS family portal and then the balance is reduced as purchases occur. There is a \$30 minimum initial amount to load the prepay account and weekly notifications are sent whenever the balance drops below \$10. If insufficient funds are available, individual charges will accrue and be converted periodically into a combined incidental charge for settlement. The activity history can be viewed at any time in your FACTS family portal to track student expenditures.

TUITION DISCOUNTS

Carroll Christian Schools offers the following tuition discounts to families who qualify: multiple child, new family referral, new students in grades 6th-12th, Church of the Open Door members, Patriot Partners military and first responders, and full year tuition payment by August 1st.

For details on these discounts, refer to the current CCS Tuition and Fees schedule, available in the school office or at www.carrollchristian.com under the Info Tab.

Please note the following guidelines for families who refer new students to the school:

1. The referral must be made to a new family who has never before enrolled in CCS.
2. The referral must result in the enrollment of a paying student who remains enrolled for the entire school year.
3. The credit will be applied to your account in equal amounts toward your monthly tuition payments as long as the referred student remains at CCS for that school year.
4. Credit will be applied to tuition only. All other fees are inapplicable.

5. The amount of the credit will be as follows:
 - a) \$250 per preschool student
 - b) \$500 per elementary or secondary student
6. If more than one family referred a family to CCS, the referral will be divided between them.

HEALTH ROOM POLICIES

Each of us doing our part enables us to help keep our student body healthy and safe, so we ask that you please familiarize yourselves with the following policies.

- **Absences:** Any non-pre-excused absence **MUST** be cleared by the school nurse and school administrator before the student may return to school. Symptoms will be discussed, and the nurse and/or administrator reserves the right to require a physician's note. The more information given in the most timely manner concerning a student's reason for absence, as well as symptoms experienced, facilitates not only the child's return to school but also the care of fellow students. Please note that all health-related details will be kept confidential unless otherwise requested. However, having the proper information will help us to better guide those in potential contact with a sick child. Please send all absence notifications, including pre-excused absence, to attendance@carrollchristian.com.
- **Late Arrivals:** Due to the current guidelines, late arrivals to school must be limited to excused reasons (ex: doctor appointment with documentation). If a student, or someone in the student's household, has not been well, and this causes late arrival to school, or if the student was absent the day before related to illness, we ask that the child remain home for the day. This is to ensure that symptoms are no longer present or worsening.
- **If your child has a fever, vomiting, or diarrhea:** If your child has a temperature of 100.0 or greater, vomiting, or diarrhea, he/she will be sent home for the day and may not return until free from symptoms for 24 hours. For an elevated temperature, this means that your student must not have a fever above **99.9** for 24 hours without the use of fever-reducing medications. Students sent home for vomiting or diarrhea must remain home for 24 hours after symptoms have resolved. If your student has a **known** medical condition causing these occasional symptoms, please provide physician documentation so we may take that into consideration when treating your child.

If you have any specific medical instructions from your doctor, please remember to submit them to the nurse at nurse@carrollchristian.com or the school office at ccs-administration@carrollchristian.com so the proper teachers/staff members can be updated on any restrictions. **DO NOT just send it directly to the teacher.**

For specific questions concerning health room policies or student medical updates, please contact the school nurse at nurse@carrollchristian.com. Copies of medical forms can be found under the "forms" section of the website.

HEARING AND VISION SCREENING

Hearing and vision tests will be administered once a year by the Health Department. Any abnormal results will be sent home to the parents/guardians to follow up for further evaluations with their family physician or optometrist.

IMMUNIZATIONS

The State of Maryland requires that we have a record of immunizations on file at the school. It is the parent/guardian's responsibility to keep an up-to-date record on file at the school. Those families that choose not to receive immunizations will need to keep a physician-signed or religious exemption form on file. Please contact the school nurse if this is the case to ensure the proper documentation is on file.

MEDICATION

Medication should be attempted to be given at home before or after school; however, if medication is needed during the school hours, the following instructions apply:

- All medication will require a physician-signed medication form.
- Both prescribed medications and over-the-counter medications require parental as well as physician consent, with the exception of acetaminophen (Tylenol), ibuprofen (Motrin) cough drops, and antibiotic ointment. Acetaminophen, ibuprofen, cough drops and antibiotic ointment will only require parental/guardian permission and will be given per the package directions.
- Secondary students (6th-12th grades) are allowed to carry non-medicated cough drops. Students are not permitted to share their supply of cough drops with other students.
- All medications requiring an order form will be provided by the parent/guardian. The first dose of a new medication must be given at home.
- Medication must be dropped off by a parent/guardian not the student.
- If an inhaler or an EpiPen is to be carried by the student during the school day and/or during school trips, a physician signed “self-carry” form must be on file.
- It is best to inform the school nurse if a non-routine medication has been given at home prior to coming to school for the day.
- With the exception of the inhaler or EpiPen, as noted above, students are not permitted to have any other medication with them while at school.
- Please note: All medications will be discarded at the end of the school year if not picked up by the parents. Medications cannot be sent home with the students. The school is not responsible for holding medications past the end of the school year and will not hold them from one school year to the next

CONJUNCTIVITIS (PINK EYE)

Conjunctivitis is very contagious; therefore, in the event that pink eye is suspected, the school reserves the right to ask the parent/guardian to have the student remain at home and/or out of school until seen by a doctor and a treatment begun. If diagnosed with pink eye, antibiotics must be administered for 24 hours prior to the student returning to school. The school reserves the right to request physician documentation before the student may return to school.

LICE

If a student is suspected of having lice, a parent/guardian will be contacted, and the student must be taken home. The parent is responsible for seeking medical treatment and/or the use of at home treatments (ex: NIX, Rid, Lice MD, etc.) Upon returning to school, the child must be accompanied by an adult to the health suite to be checked by the school nurse or medical technician before returning to class. There is not a “nit free” policy, however proof of treatment must be presented (such as an empty lice treatment shampoo bottle) before permission to return.

PHYSICAL RESTRICTIONS

Make sure that any physical restrictions (e.g. doctor's excuse to sit out from gym, restrictions from using stairs, etc.) are turned into the office so that we can update the proper staff members regarding the restrictions. Giving instructions to a specific teacher does not always get relayed to all the appropriate staff. Written documentation is needed for a student to be exempt from physical education or to have special restrictions during school hours. In the event that a physical restriction requires a student to use the elevator, please make the office aware.

FIRST AID

First Aid will be administered on a case-by-case basis. Any severe bleeding, severe head trauma (loss of consciousness), broken bones, severe lacerations, or anything else constituting a medical emergency will be treated by emergency services. Parents/guardians will be contacted after the emergency has been controlled. Ambulance services will be used as needed. The closest emergency room to the incident will be utilized.

For minor first aid needs or acute illness, medical attention will be administered by the school nurse, medical technician, or trained staff member. The parent/guardian will be notified of the incident or illness and the child may remain in school or may need to be picked up by the parent/guardian.

SPORTS PHYSICALS

Any student participating in a team sport must submit a yearly athletic physical. Athletic physicals and parental permission slips must be filled out by the physician, signed by the parent/guardian and handed into the school nurse or office before a student is able to participate in the sport (practice or games).

POLICIES AND PROCEDURES

ATHLETICS

Carroll Christian Schools provides an interscholastic sports program for boys and girls. Participation is a privilege and requires students to meet certain standards of conduct, academics, physical fitness, and skill as follows:

1. Students who participate in athletics represent CCS in a very visible fashion. This demands that participants have and maintain a reasonable Christian testimony at all times, and this includes behavior during an athletic event. Outbursts of temper, foul language, or any other unsportsman-like conduct will not be tolerated.
2. Students must have a sports physical on file in the school office prior to participation including tryouts and practices.
3. In cases where tryouts are held, students must demonstrate to the coach's satisfaction a certain level of skill, hustle, attitude, respect, and cooperation. Decisions of the coaches are final.
4. Students must abide by the specific team rules of each individual coach.
5. The commitment to play on a team includes the commitment to attend all practices and play in all games, including those few that may be on Saturdays or holidays.
6. Students must maintain their academic eligibility.
7. The behavior of all fans is expected to be Christ-like during all athletic contests. CCS reserves the right at any athletic event to eject any fan who conducts himself in a disrespectful fashion that would affect the testimony of our school.

For more information on our athletic programs, to view the Athletic Handbook, or to check out schedules, please go to www.carrollchristian.com.

The Athletic Director will send out weekly reminders and updates on the practice and game schedules for each week.

BATHROOM POLICY

At CCS, boys/men will use the boys'/men's bathroom and girls/ladies will use the girls'/ladies' bathrooms. This includes all students, parents, visitors, staff, and guests.

The field trip policy for bathroom use is as follows: Due to field trips being at public places where our specific bathroom policy is not enforced, CCS will take the following steps to ensure the safety of all students.

As always, when a teacher plans a field trip, a certain student-to-chaperone ratio will be required. We will also require a certain number of male and female chaperones.

No student will be allowed to go into a bathroom alone. There must always be at least two students of the same gender and one chaperone of the same gender in the bathroom at any given time. If groups are arranged with mixed genders, then a chaperone of each gender must stay near each other throughout the field trip. As students need to use the bathroom, only chaperones of the same gender may take them to the bathroom; therefore, the two groups will need to go to the bathroom together and split up into a same gender group to enter the bathroom. The chaperones will need to wait until everyone is again together and back into their appropriate groups before continuing on. If only one or two students need to use the bathroom, one chaperone can watch the rest of the students while the chaperone of the same gender takes at least two students to the bathroom.

BULLYING

Bullying is not tolerated at Carroll Christian Schools. If there is any suspicion or complaint of bullying, teachers must report this immediately to the administrator. An investigation into the matter will occur first. If a student is found to be bullying, they will receive an immediate suspension. If the bullying continues after the suspension has been served, the student will be expelled.

CELL PHONES AND ELECTRONIC DEVICES

General policy: Students are not permitted to use a cell phone or electronic device such as an iPod or iPad (not including a school issued iPad) in the school building before or during school hours. After school, students should not use cell phones until they have left the school building. Secondary students may use their cell phone in Late Stay to communicate with parents but should not be on it for any other reason. All rules below apply to any cell phone or electronic device.

Please understand that the following policy is put in place to allow for an educational environment that is free of distraction and an environment that limits students' exposure to inappropriate content.

Any elementary students who have cell phones must keep them off and in their book bag for the entire school day, 8:00-3:07. If elementary students have their cell phones out, they will be confiscated and kept in the office with administration until the phone can be picked up by a parent. Elementary students with cell phones are not allowed to have them out in Late Stay.

All parents in grade 6-12 will be required to complete and submit a cell phone form for each secondary student in their family before the first day of school and will need to update any changes in cell phone status throughout the course of the year.

Each morning students in grades 6-12 will be required to place their cell phone in the assigned slot in their homeroom class by 8:00 a.m. If a student's cell phone slot is empty at 8:00 a.m. and the student is present, the student will receive disciplinary action, including the first offense. If this is a repeated issue, the cell phone will be confiscated and may potentially be held until the last day of school. If a parent takes his or her child's cell phone for disciplinary action at home, **the parents must email CCS Administration and their child's homeroom teacher before school starts** so CCS is aware that the student does not have access to their phone to bring to school. The parent will then need to follow with an email to CCS Administration and the child's homeroom teacher when the phone is returned to the student.

If a student arrives to school late, he or she must turn their phone in to the receptionist when receiving a tardy slip and then return to the Reception Center to pick the phone up after 3:07 p.m.

It is the responsibility of the student to return to the homeroom and collect their cell phone at 3:07 p.m. Any student with an early dismissal must email attendance@carrollchristian.com. If a student has an early dismissal, they must go to the teacher during a break to get their phone prior to dismissal. The teacher will communicate with staff on the student's possession of their phone. Each student will need to pick up his own phone and may not pick up a phone for a friend. Students are not to touch another person's cell phone or play with another person's cell phone at any time.

Any student who is caught with a cell phone between 8:00 a.m. and 3:07 p.m. will have it confiscated and it will remain in the office to be picked up by the parent. If it is a recurring problem, the student may lose their phone privilege for the remainder of the school year.

Students will not be allowed to have cell phones on field trips and retreats. Students should not take any electronic devices (for example, cell phones, earbuds, headphones, iPods). Students may not have their hoods up on the bus. The school will be employing "CCS Alert", a text communication line with parents, so no phones are needed on these events. On field trip days, students will bring their cell phones to homeroom to the place in the appropriate cell phone slot where it will remain for the day. When returning from the field trip, students will return to homeroom and pick up their cell phones. If a parent needs to communicate an emergency to a student, they should communicate through the school office. The school office will contact the teacher in charge to convey the message to the student. The teachers' rooms will remain locked at any time the teacher is out of the classroom to ensure protection of the cell phones.

Use of a cell phone during a test for any reason will automatically be considered cheating and appropriate academic and disciplinary action will be taken at the sole discretion of the administration.

Athletes attending away games will need to pick up their cell phone from the homeroom classroom during the break between classes just prior to dismissal (i.e. if game dismissal is during sixth period, the student should pick up their phone at the break between 5th and 6th periods). The phones will need to remain powered off and kept in a backpack or locker. If an athlete has picked up his/her cellphone for early dismissal and is caught with the cell phone on and/or out of the backpack or locker during school hours, he/she will have it confiscated. The first offense, a parent may be allowed to pick it up, if the problem is repeated then the phone will remain in the office and may be picked up at the end of the school year. The school is not responsible for the unused service plan.

At no time, may a student disturb a class to retrieve their cell phone.

Students may have cell phones on the bus/vans for athletic events to communicate with their parents/guardians, but should not be used for any other purpose.

A school text through Renweb will be sent to notify parents of return times for sporting events.

Laser pointers will be confiscated if brought onto school property. Portable video games and other non-instructional electronic devices are prohibited during class time. These may be confiscated and returned to a student's parent/guardian if used inappropriately. Students are not to use earbuds/headphones during the school day unless approval has been granted by administration for a specific class or activity.

Students may have cell phones during the after-school programs (i.e., Christmas Program, etc.) but they must be turned to vibrate, and the cell phone should not be out or in use during the programs.

Smart watches are prohibited at CCS during the school day. We do not want students to be distracted by emails, texts, etc. They can also be used for cheating, etc. If your student is wearing a smart watch during the school day it will be confiscated.

CHANGE OF ADDRESS

Change of address, email, and/or telephone number must be updated in RenWeb with notification to the office of the change.

CHAPEL

Chapel is held each week for the entire student body. Elementary chapel is on Mondays at 8:15 a.m. and secondary chapel is on Thursdays at 8:55 a.m. Area pastors, school and church staff members, and special speakers will give variety to the programs. Special meetings are held from time to time with missionaries, evangelists, or other speakers.

Chapel is provided for the spiritual growth of both faculty members and students. All are requested to enter chapel with a reverent attitude and in an orderly fashion. Each student is responsible for having his own KJV Bible for chapel and Bible class. Students should bring their Bible and not their iPads. Please look at the Dress Code section of this handbook for Chapel Dress.

Parents are welcome and encouraged to join us for any chapel. In elementary chapel each week, an elementary class will open chapel with pledges, prayer, and some type of special music, poem, or skit. Please be sure to sign in and out at the school office.

EARLY STAY

Students who are dropped off after 7:20 a.m. will go to Early Stay. The elementary early stay is in Baker Auditorium, and the secondary early stay is in the gym. There is no additional charge for early stay. Students are to follow the rules and directions of the teacher in charge. The preschool early stay will be in their classroom after 7:30 a.m.

FOOD

Snacks can be consumed before school, during snack time in the third period classroom, at lunch, and after school. Students should not be eating or drinking at other times throughout the school day. **Food and drinks from outside establishments such as Starbucks and other bottled and canned drinks cannot be carried through the hallways or in other classes at any other time.** These types of drinks should be finished before school and should not be brought into school. Students may not eat or drink in the

hallways or in any other class with the exception of a party or activity directed by the teacher. **Sodas, coffee, etc. should not be stored open in a student's locker.**

WATER BOTTLES

Students may bring a water bottle of any kind. Horseplay or improper use of the water bottle will result in the loss of privilege of having it.

- Water is the only drink allowed at snack time or throughout the day.
- The only exception to this is that a student may have soda, etc. during lunch and only in the cafeteria.
- Drinks other than water must be disposed of before leaving the lunchroom.

SECONDARY DISMISSAL

All students in grades 6-12 will return to their homerooms at 3:07 p.m. to collect their phones.

LATE STAY

Late stay begins at 3:20 p.m. for all grades. All students who have not been picked up by a parent by 3:20 p.m. must report to late stay unless they are participating in sports practice or a game immediately after school. No student is free to roam around the halls or be in classrooms. Students who are not picked up by 3:20 p.m. and do not report to late stay will receive disciplinary action. CCS is responsible for the students and the students must remain under supervision with an adult at all times.

Late stay is available from 3:20-5:30 p.m. The charge for late stay is \$8.40 per hour per student from 3:20-5:30 p.m. (charged by the minute). After 5:30 p.m., the charge is \$1 per minute and is payable to the teacher on duty.

- Preschool students will have late stay in the K4 room.
- Elementary students will have late stay in Baker Auditorium.
- Secondary students will have late stay in Baker Auditorium.

Elementary ONLY: During fall and winter sports seasons, at least once a week during home games in the gym, the Late Stay teacher will take the entire group of students over to the gym at 4:15. There will be a reserved section available for Late Stay and parents will come to the gym doors to pick up their child and sign out.

Grades 9-12 ONLY: Students with parental permission may go off campus to the designated areas on the permission slip (see page 21, Leaving Campus section). Students must report to Late Stay at 3:20. If they have a note on file, they must obtain permission from the Late Stay supervisor before leaving campus. If they do not have a note on file, they must stay in Late Stay. Students will not be allowed to call to get permission to go. You may obtain Permission to Leave Campus forms from the CCS website under the 'Info' tab under 'Forms'. All students must return to Late Stay by 4:00 p.m. and sign back in on the log book. Once all students are back, then the entire group of Late Stay students can continue activities in Baker Auditorium or go to the home games in the gym. There will be a reserved section available for Late Stay and parents will come to the gym doors to pick up their child and sign out.

Secondary student athletes waiting for a late practice to begin who are not picked up by 3:20 must go to late stay at 3:20 and sign in on the Athletes Sign-In Sheet as no one should be throughout the building after 3:20 without adult supervision. If an *Off-Campus Permission Form* is filled out and available for the athlete, they may follow the same rules as other secondary students for leaving campus. Athletes will not be billed in this instance.

LIBRARY POLICY

The library serves as the hub for textbooks, reading, and research materials. Elementary students have weekly scheduled visits to the library while secondary students may utilize the library at the discretion of the teachers and as the library is available.

The rules generally accepted in libraries will apply to our library, including the following:

1. Reference books and reference materials may not be removed from the library by students.
2. Damaged or lost books must be paid for by the person who checked out the book. While a student owes money to the library, he will not be permitted to check out books, and his report card will be withheld. Students will be held responsible for books until they are returned to the library. Books are considered lost after four weeks, and the librarian will bill the student.
3. A quiet atmosphere must be maintained in the library.
4. The librarian has the same authority as a teacher in the classroom, and the same disciplinary procedures apply.
5. The following statement applies to all library materials: **“The Beliefs, Teachings, or Doctrines found in this book may not necessarily be in accordance with that of Church of the Open Door and Carroll Christian Schools.”** (I Kings 3:9; Heb. 5:14)
6. All books purchased or given to the library will be screened for acceptability by the library staff.

LOST AND FOUND

If a student loses an item, he or she should first check with the receptionist to see if it was turned in that day. The second place to check is Lost and Found, which is located in the red portable. Items will be held for one month. Any unclaimed items will be donated to Goodwill.

LUNCH PROGRAM

1. Lunch for students may be provided in one of two ways:
 - a. Students may bring a packed lunch from home (with an ice pack, if needed). A microwave is available for students in select grades to use.
 - b. A hot lunch may be pre-ordered using your FACTS family portal. The lunch menu along with prices, is updated monthly and can be viewed on your FACTS family portal.
2. Lunch orders are placed via your FACTS family portal and are billed via your prepay FACTS account.
3. Lunch orders for the day must be placed by 8:30 a.m. by a parent or guardian. Teachers will not accept cash for lunch or place orders for students.
4. Lunch payments can be made when the student picks up his or her lunch and must be in the form of cash given to the cafeteria staff. If payment is not made at lunch time, all charges will be added to the family’s prepay FACTS account. For more information about prepay accounts, please refer to the Finance section of the handbook.
5. If a child does not pick up his or her lunch because they had to leave early due to illness or another emergency, or if a child *chooses* not to pick the lunch up simply because he or she does not want it, the charge will **not** be added to the family’s prepay FACTS account for that lunch.
6. Parents are able to view the daily purchases on their FACTS family portal. Once logged into your FACTS family portal, click on “Financial” then the blue highlighted balance next to “Cafeteria Prepay”. This allows parents to see what has been purchased by each student. Parents should monitor these charges as the school cannot monitor students’ individual purchases.
7. The monthly lunch fundraisers served by the senior class will require a separate payment due at time of pickup or billed as an incidental charge through the FACTS system.
8. Lunches must either be ordered from our school lunch program through the FACTS family portal or be a packed lunch from home. No food from an outside restaurant is to be purchased/ordered

for lunch and brought into the cafeteria at the student's lunch time. Students may, however, reheat leftovers from a meal at a restaurant.

9. Students are not permitted to go off campus for lunch. Although the desire is for our students to either pack or purchase a lunch from the school cafeteria, parents are permitted to occasionally bring lunch in for a student (e.g. to celebrate a birthday). This must first be approved by the administrator by 10:00 am on the day that the parent is coming in. This is an exception to the regular school lunch policy and should be done only on limited occasions.

CONNECT

We will email out our weekly newsletter on Friday of each week. The goal is to keep you informed. Please take the time to read the newsletter so you are aware of upcoming events and news items.

P.E. PARTICIPATION

1. Eight (8) or more zeroes for nonparticipation in the year (including not wearing the uniform) will result in loss of credit for the course. There will be no exceptions made unless there is a valid, physician approved, medical reason. P.E. participation is expected of all students in the P.E. elective unless a valid reason exists.
2. Secondary students who do not have P.E. as an elective should not be in the gym.

PRINTERS

The printers in the library and computer lab are for the teacher's use. Students should routinely print out papers and assignments at home. If a need arises for the student to print at school, the printers may be used by students when following these policies:

- Students must obtain permission from the computer teacher before clicking print to verify the printer is in working order and ready for a print job. If the computer teacher is not available, permission is not available to print.
- Students must pay \$0.25 per page up front. The computer teacher will collect this money. If the money is not available when printing is desired, no permission will be granted.

SCHOOL COLORS AND LOGO

The school's colors are red, white, and blue. The mascot is the American Patriot. The school logo is the Patriot encircled by the school name and the year established. The school seal is the Bible and the Cross encircled by Integrity, Strength, and Honesty.

SCHOOL FUNDRAISERS

CCS has 3 major Fundraisers: Fall Fundraiser (TBD annually), Golf Tournament, and the Scrip Program.

The Golf Tournament is held in the Spring, typically on a Monday at the end of April or beginning of May. Details about the Fall Fundraiser and the Golf Tournament will be communicated as the information becomes available.

Any money that a family brings in through the 50/50 Scrip Program will be applied to your tuition through FACTS to help keep your tuition low. Please participate and take advantage of the programs which are designed to help you.

CCS is offering the 50/50 "Partnering Together" scrip program to all families and supporters of CCS as a way of helping families toward tuition. As a school organization, we are able to buy gift cards (referred to as "scrip") at a discount and resell them at face value, thereby granting rebates for families and the school.

Your family can use 50% of the rebates to apply to your tuition, CCS general fund, CCS tuition assistance, or another family's tuition fund. Friends and family can sign up for the scrip program to help contribute to your tuition and support CCS, too. All this is done by spending money you would normally spend on everyday items at grocery stores, gas stations, Walmart, and many other places.

Our scrip year will be May 1 through April 30. Rebates will be applied as you designate on the Scrip Program Agreement and Information Form. These rebates will be applied on December 15 and May 14.

After you have filled out the Scrip Program Agreement and Information Form, you will be issued an enrollment key to register online to place orders for scrip cards and to register for PrestoPay. Information packets and registration forms are available in the school office at any time.

Other fundraisers by groups such as the PTO, athletic department, juniors and seniors may be conducted during the school year. Your participation in our fundraisers is greatly appreciated and used to help improve our school. If you have any questions about fundraisers, please contact the school administrator.

SCHOOL OFFICE/RECEPTION CENTER

During the school year, the school office and reception center will be open from 7:30 a.m. to 4:00 p.m., Monday through Friday.

All parents and any visitors must stop by the reception center or to the school office, before proceeding anywhere else in the building including to a class, and before entering the gym building. This is in place to allow us to keep our students safe.

Parents are requested to remember that the school office is a very busy place and exists in order to efficiently carry out day-to-day business. In order to do this, we ask that you cooperate with us and use the office for business purposes only.

Communication with the school (secretaries, faculty, and administration) (in person or by phone) must be handled in a courteous manner. Even when there is a problem or a complaint, mutual courtesy and respect must be maintained. If there is an issue, please make an appointment and discuss it in private.

Any official communication to the office such as early dismissals, absences, etc., must be in a written or email format and sent to attendance@carrollchristian.com. We greatly appreciate your understanding and courtesy in helping us efficiently serve the needs of both parents and students.

SCHOOL RECORDS

1. **School Records:** All financial obligations must be met before any records can be sent. School records, including Health records, are released to another school when a request is received.
2. **Transcripts:** The first five (5) transcripts for enrolled seniors will be mailed free of charge. To receive additional transcripts beyond the 5 free copies, the student will need to go through Parchment at www.parchment.com for a fee of \$3.25. The transcripts will then be electronically handled by this website. Transcripts will not be sent unless all financial obligations are met.
 - a. There is a 7-10 business day request period for Transcripts. Please do not wait until the last minute to request a transcript. They will not be processed immediately and may take up to 10 business days.
 - b. Transcripts for seniors are automatically mailed to the college they will be attending approximately 2 weeks after graduation to ensure all accounts are settled and all grades have been finalized.

3. **Security:** For security purposes, the school will retain original versions of all CCS records and these records may not be removed from school property.

STUDENT WEBSITES

Any student who operates a personal online website or contributes to a blog must register the website/blog with the administrative staff (e.g., blogger.com, facebook.com, etc.) with the Website Registration Form to be signed by parent and student. The website must be registered immediately upon its creation. Any student who creates a website or blog prior to attending the school must register the website/blog as soon as he/she is accepted as a student. The registered websites will be monitored for content on a regular basis. Any student, including home school students, found with an unregistered website/blog or website/blog material that is deemed inappropriate to the purpose and mission of the school, will be in direct disobedience to this ruling and will be subject to disciplinary action up to and including immediate ineligibility to attend the school. A registration form is available on our school website under the 'Info' tab. Please complete the form and turn it into the school office.

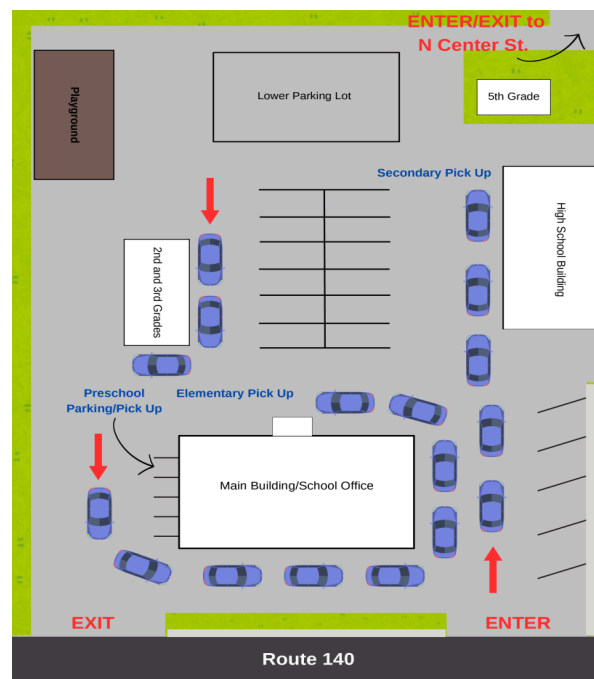
TELEPHONE

The heavy requirements on our lines make it impossible for us to allow students to use the office phones for every need. However, when the situation warrants, students may, with permission, make a call. We request that parents carefully limit their calls to the school, taking care to avoid making excessive demands upon the secretaries.

Students are not permitted to send or receive telephone calls or text messages during school hours (8:00 a.m. – 3:07 p.m.).

TRAFFIC FLOW PATTERNS

Please refer to the following graphic for following the traffic flow patterns during pick up:



VISITORS ON CAMPUS

All visitors, including parents and family members, on campus must first report to the receptionist to sign in and receive a badge. Alumni of CCS are encouraged to return for visits with their undergraduate friends and former teachers, but we ask that this be done during the high school lunch time when possible. When trying to visit during class time, permission must be obtained in advance from the administrator. Former students (other than alumni) are not allowed to visit during school hours. Parents who wish to visit a classroom may do so by scheduling a time through the school office.

WEATHER-RELATED CLOSINGS AND EMERGENCY CLOSINGS

CCS follows Carroll County Public Schools for weather-related closing. The only exception to this would occur on days when CCS is scheduled to be open and the public schools are scheduled to be closed. On such days, CCS will announce its weather-related schedule on the following TV stations; WJZ TV 13 and WBAL TV 11. We do not follow CCPS for heat-related closings. We will also notify you by “CCS text alert” and via social media.

The decision to close CCS for environmental emergencies, fire, police emergencies, or medical epidemics will be made by the school administration. Closings will be announced in the same methods listed above.

TECHNOLOGY

Carroll Christian Schools is on the internet at www.carrollchristian.com. Carroll Christian Schools is also on social media on Twitter, Facebook, YouTube, and Instagram. The purpose of this activity on the internet is to inform people about our school and to promote our school through the sharing of work and activities involving our students and staff. Throughout the school year, many pictures and videos are taken to be used for parent information as well as promotional purposes on the web. Student photos will be used for graphics, marketing, social media, and live stream events. Parents will have a chance to sign an agreement and return it to the office. If the agreement is not signed, then it will be considered implied consent.

IPAD ACCEPTABLE USE POLICY (AUP)

Statement of Intent

Carroll Christian Schools believes the school and pupils should positively engage with the Internet as a resource. Notwithstanding the recognized dangers, the Internet supplies a tremendous benefit to education and our policies are biased in favor of its use.

CCS believes there is no simple technological solution to the problem of keeping children safe online. One factor in Internet safety is to ensure appropriate supervision. CCS provides a filtered and monitored web browser as a first-level protection. The CCS staff is aware of the issues surrounding Internet access and the need for appropriate supervision. Our policy and practice is based around a combination of:

- A clear Acceptable Use Policy
- Technical safeguards
- Monitored usage
- Disciplinary measures

Every attempt should be made for staff, parents, and pupils to work together so that use of the Internet is as safe as possible. All equipment and other users should be treated with respect, and the facilities should be used in such a way that does not disrupt its use by others.

Parental Role

Parents have a responsibility to be aware that there may be risks associated with Internet access and the steps the school is taking to address these. The school will do all it can to ensure that parents are informed of its Acceptable Use Policy by making this document available to parents on our website.

Parents will also wish to ensure safe use of the Internet in the home or in other contexts out of school where a number of the outlined safety measures may be absent. All Internet content is filtered on the CCS campus; however, while off campus, parents must monitor the wireless networks students' access. This includes accessing the Internet at home. We strongly recommend that parents refer to available advice about safe use of the Internet and ensure that they are aware of any access that is taking place. Parents are encouraged to observe proper Internet practices at home such as keeping the iPad in a public place, monitoring Internet habits, etc.

Any incidents involving inappropriate internet use outside school hours are subject to administrative involvement and possible reporting to the police.

The school will make best efforts to protect children using the Internet through devices provided by the school and through the school's Internet connection.

The school cannot control Internet access by pupils using their own devices with separate Internet access (for example, 3G or 4G mobile phones) at home or off campus. However, the school does regard **any** access of inappropriate material on school property or during school hours to be a disciplinary matter.

Acceptable Use

Students and staff may use the school network only for educational purposes. Educational purposes are defined as:

- Teaching
- Research
- Personal educational development
- Administration and management of courses and the educational policy of CCS
- Development work associated with any of the above

Subject to the "Unacceptable Use" section below, the school network may be used by pupils and staff for any lawful activity that is in furtherance of the aims and policies of the school.

Unacceptable Use

Unacceptable use includes all of the following:

- Disclosure of username and password to any student for any reason.
- The CCS assigned email address is intended for internal CCS use only, or as directed by teaching/admin staff.
- Creation or transmission, or causing the transmission, of any offensive, obscene or indecent images, data or other material, or any data capable of being resolved into obscene or indecent images or material.
- Creation or transmission of material with the intent to cause annoyance, inconvenience, or needless anxiety.
- Creation or transmission of material with the intent to defraud.
- Creation or transmission of defamatory material.
- Creation or transmission of material that infringes the copyright of another person.
- Creation or transmission of unsolicited bulk or marketing material to users inside or outside the school.
- Deliberate unauthorized access to networked facilities or services.

- Deliberate activities having, with reasonable likelihood, any of the following characteristics:
 - Wasting staff effort or networked resources;
 - Corrupting or destroying other users' data;
 - Violating the privacy of other users;
 - Disrupting the work of other users;
 - Denying service to other users (for example, by deliberate or reckless overloading of access links or of switching equipment);
 - Continuing to use an item of networking software or hardware after the school has requested that the user cease because it is causing disruption to the correct functioning of the school network;
 - Other misuse of the school network or networked resources, such as the introduction of "viruses" or other harmful software.
- Where the school network is being used to access another network, any abuse of the acceptable use policy of that network will be regarded as unacceptable use of the school network.

This means that:

- Email addresses should only be passed to trusted individuals.
- Any email from unknown sources should be reported.
- Any person who believes that attempts have been made to make unacceptable use of the Internet should report the matter immediately to a member of the CCS staff.
- Any person who discovers any materials they consider may be offensive or inappropriate should report the matter immediately to a member of the CCS staff.
- Any material viewed or printed off the Web or through other electronic means should not contain any offensive material and should be checked by a member of the CCS staff before being made publicly available.
- Users should not use their home address or phone number or those of other students when on the network.
- On sites where photographs and video clips of pupils may be uploaded, users should not disclose pupil's full names or other personal information.
- Users should be aware that internet access is monitored and that every site they visit is recorded and may be traced back to them.
- The school reserves the right to restrict or remove access in the event of any user misusing network and technology facilities.

As well as these, a number of aspects are under strict control of the classroom teacher:

- The use of chat and newsgroups is restricted. Any use of these items should be in line with specific instructions issued by the class teacher.
- Saving or downloading materials is subject to guidance from the class teacher. Materials saved or downloaded from the Internet must not infringe copyright.
- Students may not use disks/CDs brought from outside the school without prior permission.

Cameras

Students should not use cameras (including cameras built into iPads) in school without the permission of a teacher.

Use of Wi-Fi Network

Students may access the school Wi-Fi network on devices managed by the school. The password should not be known to pupils. If the Wi-Fi password is inadvertently disclosed, the Technology Manager should be informed.

Responsible Persons

The technology manager and the administrator are the designated members of staff assigned to oversee the use of the Internet and to ensure it is used safely and securely. Child Protection and online safety are also the responsibility of every staff member.

Disciplinary Measures

Pupils found in contraventions of this Acceptable Use Policy may be subject to measures including, but not limited to:

- Withdrawal of access to the network
- Withdrawal of access to computer use in school
- Mandatory check-in of student's device by 8:00 a.m. for return at 3:07 p.m.
- iPad confiscation and loss of iPad privilege
- Parental involvement
- Temporary or permanent exclusion from school
- Police involvement

iPad Policy

Carroll Christian Schools provides an iPad for students in grades 11-12 and iPad carts for students in grades 6-10 to be used for all aspects of teaching and learning as directed by class teachers. For students in grades 6-10, iPads will be made available via iPad carts to be used at the teachers' discretion. This policy covers all aspects of the handling and use of these devices. The school's Acceptable Use Policy (AUP) also applies.

GENERAL IPAD GUIDELINES

- **Monitored Use** – All files stored in the system are the **property of the school** and are subject to regular review and monitoring. Students should have absolutely no expectation of privacy when using the iPad. Any and all activities performed on the iPad can and will be monitored. Students are responsible for all content on their iPad including browser history, emails, documents, and audio/video content. Any inappropriate material received should be reported to a teacher. If the material has not been reported, the student will be required to explain its presence. Disciplinary action can and will be taken to ensure that students are using the iPad as a tool and not a toy.
- **Ownership and Care** – Each iPad is the **property of Carroll Christian Schools**. Students in grades 11 and 12 will have an individually assigned and labeled iPad which will be theirs for the duration of their attendance at CCS. Students must keep the iPad in its assigned protective carrying case. Students should not attempt to modify the iPad hardware in any way, apply any stickers or decorations to the iPad or iPad cases, remove the school-supplied case, swap iPads or iPad cases with another student, dispose or sell the iPad, attempt to change a cracked screen, or loan the iPad to another person or family member. Students in grades 6-10 will be allowed to use the iPads on the iPad carts when assigned by the teacher. Students are expected to follow the iPad guidelines.
- **Management of the iPad configuration** – The iPad will be managed by the school in the same way that the school's laptop and desktop computers are currently managed. Students should not add to or remove applications from the iPad, sign in to any personal accounts, change any configuration settings on the iPad, particularly network configurations, erase the iPad, synchronize the iPad with a computer outside of school, clear their browser history or connect to a mobile hotspot in school, except as directed by staff, or change or disable the access password on the iPad.
- **Acceptable Use Policy (AUP) Application** – The school's AUP applies to all school-supplied equipment and to all school-supplied Internet connections. Students are reminded that the AUP applies to iPad use in any location – home or school.

- Home Use – Students in grades 11 and 12 whose parents have completed the *Parent/Student iPad Contract* will be allowed to take the device home. Please note this privilege may be revoked by the school at any time. Students should have iPads charged at the start of each school day. Students should not bring their chargers or sync cables to school. Students are allowed to connect their iPad to other Wi-Fi networks when away from school, but the school can only provide limited technical support in doing this. Parents should check the “Parental Control Settings” on their routers to control what a student can do with the iPad when they are at home.
- Online Safety – In order to support the school’s e-Safety aims and to verify compliance with the AUP, student iPads will be subject to random accountability checks of browser history and iPad content and configuration. Any inappropriate material or unauthorized configuration changes will be dealt with under the IT discipline process. Any student found to have cleared his browser history will be deemed to have breached the AUP.
- Disciplinary Procedures – If problems are encountered, students may be subject to temporary or permanent withdrawal of home-use privileges, temporary or permanent withdrawal of school-use privileges, and/or any other disciplinary measure detailed in the AUP.
- Policy Changes – CCS reserves the right to update/change this policy at any time. Parents and students will be notified of changes through a RenWeb email.
- Students in grades 6-10 must complete a Parent/Student iPad Contract before they will be allowed to use an iPad from the iPad cart.

DAMAGES

- Occasionally, unexpected problems do occur with the iPad that are not the fault of the user (computer crashes, software errors, etc.). The school technology team will assist students with having these fixed. These issues will be remedied at no cost. Students should immediately report any problems with the iPad to the Technology Manager.
- Accidental Damage vs. Negligence – Accidents do happen; however, there is a difference between an accident and negligence. The iPad warranty will cover normal wear and tear along with any defects that may arise during normal use of the device. After investigation by the school technology team and possible determination by Apple, if the iPad is deemed to be intentionally or negligently damaged, the student may be subject to discipline, and the cost of repair or replacement will be charged to the student’s account.
- Lost Equipment – If any equipment is lost, the student or parent must report it to the school immediately. Students can let a teacher, the technology manager, or the administrator know, and a staff member will assist them. The circumstances of each situation involving lost equipment will be investigated individually.
- Stolen Equipment – It is always a high priority to ensure the safety of our students while at school, and we hope these precautions will help students be safe on the path to and from school. Student safety always comes first. If a student is faced with an unsafe situation such as theft, the student is advised to let the assailant have the equipment and to contact the police. Great care should be taken to not leave the iPad in a place where it could be taken.
- Reporting Process – If any equipment is reported stolen while off campus, a police report must be filed and a copy of the report must be provided to the school by the student or parent. If there is no clear evidence of theft or the equipment has been lost due to student negligence, the student and parent will be responsible for the full cost of replacing the item(s).
- Claims – To file a claim at CCS, both the parent and student must be present. The damaged iPad must be presented (or police report if theft has occurred) to the Technology Manager. The parent and student will be required to complete a claim form and pay the deductible. Every effort will be made to replace the iPad immediately with the same model the student had. If the same model is not available, the student may receive an older model iPad but will not receive a newer model.

iPAD FINANCIAL RESPONSIBILITY

CCS families have iPad insurance through the school. This only applies to the iPad itself and not all accessories.

Costs

- Deductible: Year 1 - \$150.00; Year 2 - \$125.00; Year 3 - \$100.00; Year 4 - \$75.00 (Deductible amount based on age of device)
- Replacement model similar to the device being replaced will be acquired by the school at current market value on the secondary market (likely a refurbished unit from Apple or from eBay).

Covered

The following items will be covered under the policy:

- Hardware damage (including cracked screen). Note: If the iPad was not in its proper case (administered by the Technology Manager) or is handled in a negligent way, cracks and drops will not be covered.
- Normal wear and tear of accessories (i.e. charging cord).
- Theft (must be reported to the police if off campus and a copy of the report turned in to the school by the student or parent) unless due to negligence.
- Fire, flood, or natural disaster.

Not Covered

The following items are not covered under the policy. Any of the following will result in a full payment for damage or replacement of the entire iPad:

- Loss
- Intentional damage
- Theft that occurs when the iPad is not properly secured (ex. left in an unlocked car, on the bleachers, in the hallway, in the locker room). (Students need to ensure it is properly secured at all times.)
- Damage in a book bag without proper protective case
- Damage due to having the iPad out of its case
- Damage caused by playing around with the iPad. (Knocking it out of your hands or off a table)
- Damage caused by being near water, food, or drinks
- Damage caused by allowing another person to use the iPad

ADDITIONAL iPAD POLICIES

- The school's Acceptable Use Policy applies to iPad use **at all times and in all locations**.
- Please be aware that these policies will help students use the iPad for its intended purpose and keep them in good condition. If a student is misusing the iPad or not following policies in any way, they will have the iPad confiscated and receive a discipline notice.
- **A teacher, class, or another student should not be recorded on your iPad without the consent of the teacher and students.** At times, students may be asked to use the iPad for an assignment; otherwise, it should not be used as a recording device.
- A regular, printed Bible should be brought to chapel. Students have been caught sending emails and viewing other things when they should be paying attention. Bible teachers may require a printed Bible for Bible class as well. If so, the iPad may be used for notes but not for reading from the Bible.
- **Students should not be sending emails during class.** The technology team and administration can view all emails sent. Students need to pay attention in class.

- Pictures should not be taken during school without a teacher's consent. If a teacher has students taking pictures for a project, they may ask for some to be taken with the iPad. The yearbook teacher may ask for some pictures also. Other than that, pictures should not be taken during school hours.
- The internet should be used for educational purposes only unless directed by a teacher or other staff member. Please remember that all Internet activity at CCS is monitored. Students should not be browsing other sites or apps on the iPad during class. The iPad is not intended for students to spend class time looking at pictures, games, or browsing websites unless assigned by the teacher.
- Students should not email pictures. The iPad is not a toy. The reason for the use of an iPad in school is for educational purposes only. Emailing pictures causes a distraction to others.
- While it is easy to email class notes, and there may be good reasons to email notes to other students, this could be considered cheating. In some cases, emailing notes is done to help a student who has been absent or missed the notes; however, a student who did not take notes while in class will be missing a key part of the learning process. Therefore, if a student needs to send class notes to another student, the teacher must be a recipient of the email as well. This allows the teacher to be aware of what has been sent. In certain situations, a teacher may ask a student not to send any more notes. This protects the student from any resemblance of cheating.
- The iPads are expensive and not a toy. Students must be careful to take care of them when taking them to ball games, playing with them on the bus, etc. Students must be aware that if they are damaged, stolen, or missing, the student/family are responsible to replace them.
- Students may not use another student's iPad or let another student borrow their school-issued iPad for any reason.
- When students travel from class to class, school to home, etc., students must have the iPad in the hard-protective case provided (Beetle case).
- Only the apps added by the technology team may be on the iPad. If a student knows of an app that we have not offered and would be good for education, submit a request to the Technology Manager. Do not download anything without permission. This includes games and other apps. Snap chat, IM, and other chat sites should not be used on the iPad.
- Do not write on the cases or iPads or stick anything on them.
- Do not take the iPad to church or youth group. Bring your own Bible.
- It is important to take care of the iPad and its components. The student will be turning the iPads in at the end of the year and will be responsible for any damages that have occurred. If a student notices a problem with the iPad, they should immediately report these problems to the Technology Manager to have the iPad evaluated. Students should not attempt to fix a problem with the iPad on their own.
- The iPad needs to be used for its intended purpose of education. Students who are using their iPad during class for anything other than what is directed by the teacher, may lose the privilege of using the iPad.
- The iPads should not be left sitting around in the locker rooms, hallways, gym, etc. They should be kept safely in the student's locker.
- The iPads should only use English settings.

TRANSPORTATION

ALTERNATIVE TRANSPORTATION

In the event that alternative transportation needs to be arranged to pick your child up from school, a note from the child's parent or guardian must be sent to the student's teacher and/or school office. Students will not be permitted to leave with anyone other than a parent or emergency contact person as indicated in RenWeb. In order to take every precaution in the protection of your child and to avoid inconveniences, please make every effort to notify the school, in writing, as soon as possible.

CARPOOL

Carpools are available. Those interested in finding a carpool may contact the school office. A carpool interest email is sent from the office during the summer.

ARRIVAL AND DEPARTURE

Students who arrive before 7:50 a.m. should proceed immediately to designated areas (Elementary in Baker Auditorium and Secondary in the gym) where a faculty member will supervise them until faculty devotions have been completed. Students should not go to classrooms, lockers, or locker rooms before 7:50 without the permission of the teacher on duty in the gym. At that time, students will be dismissed to their classrooms.

Students should not be dropped off before 7:20 a.m.

Parents may drop their elementary students at the glass enclosure, the kindergarten entrance, or the preschool entrance in the morning; secondary students should exit vehicles in front of the high school building. Parents must follow the established traffic pattern and not leave their cars in the traffic lane. In the afternoon, the students will be sent to their assigned areas for pick up. Parents should plan to meet their students at those assigned areas. It is our desire that students arrive and depart safely. Therefore, drive very slowly and carefully when in the school parking lot and be alert. Watch for children at all times. Parking or pickup and delivery of students from neighboring lots is prohibited and parking on the west side of the church building is prohibited. Parking on the school campus during school hours should be limited to designated areas.

Any student who is not picked up by 3:20 p.m. will be sent to the age-appropriate late stay room. If a student is not in the late stay room after 3:25 p.m. for any reason not approved by the principal, he will be subject to discipline. Childcare is available from 3:20 p.m. to 5:30 p.m. for a fee. Students not picked up by 3:20 p.m. will automatically incur late stay fees. These will be billed from the business office on a monthly basis.

INCLEMENT WEATHER INSIDE DISMISSAL

In the event of inclement weather (i.e., rain, snow, extreme cold weather, etc.) the students will be dismissed from the inside. Each family will be given a "Name Sign" to be posted in the driver's side window. Parents are asked to come in the back entrance by the ball fields. **Do Not Enter From the Route 140 Entrance.**

For elementary pick up, circle around the portables and the church building and get in line. We will have staff at the glass doors to call for your student. Please pull around to the glass enclosure so your student can come out to you.

For secondary pick up, please pull into the parking lot and your student will come out to you.

On days that the Inclement Weather Inside Dismissal is implemented, a “CCS Alert” text from the school will be sent to parents.

AUTOMOBILES AND MOTORCYCLES

CCS assumes no responsibility for accidents or other matters involving the vehicle.

STUDENT DRIVERS

Driving is a privilege and should be handled with responsibility. If a student is not driving safely or following the proper expectations, they may lose their privilege to drive at CCS. All vehicles should proceed slowly and with caution on the school grounds. Students may only drive themselves or siblings from school property.

As soon as students arrive at school in a car, the car should be parked in the student parking area with all students leaving the car immediately. Once a student has arrived on school property, he is not to return to his vehicle until he is ready to leave the property for that day. There is to be no loitering in cars, alone or in groups, at any time.

The failure of a student to cooperate or drive carefully on school property will mean loss of permission to drive or park on school property.

All student drivers should fill out a ***Student Registration Form*** and turn it into the office. These forms may be found on the CCS website under the ‘Info’ tab.

VOLUNTEERS

In order to better serve the teacher and to make effective use of time, the school offers a parent volunteer program. Interested parents are requested to make their availability known to the school administrator at the beginning of school. They must complete the Safe and Secure Volunteer Form. They will be assigned to specific requested duties in order to aid the teacher and students as needed and/or as desired. This form must be submitted before the end of August in order to become an ‘Approved Chaperone’ or an ‘Approved Volunteer’. Please understand that this policy is for the safety of all our students.

Guidelines for Parents who Volunteer to Assist on Campus

1. Your role will be to assist the teacher in a way specified by the teacher.
2. Do not assume responsibilities beyond the assignment without the teacher’s consent.
3. Expected to follow the teacher’s requests and directives at all times.
4. When you are working in the classroom, please do not bring your smaller children with you into the classroom without first receiving permission from an administrator. The church nursery is not available for use during the week.
5. Criticism of the teacher shared with other faculty or other parents will be construed as a hindrance to your continuing as a volunteer assistant. If there are such criticisms to be made, they should be handled through the proper channels at the proper time (by appointment) and in the proper place (privately).
6. Your cooperation in a cheerful and positive spirit is always important. Thank you for wanting to help...for volunteering to assist.

7. Information regarding students in the class (i.e. grades, academic performance, prayer requests, etc.) is considered confidential and should not be shared with others. If you have a particular concern, please make an appointment with the teacher or administrator to discuss your concerns.

Dress Code for Male and Female Volunteers:

1. Females are to wear modest skirts and shirts or dresses when volunteering on or off the campus. Please make sure dress length is no higher than the middle of the knee. Certain events may require more casual attire. In those cases, instruction will be given.
2. Men should wear dress clothes (a jacket is optional) while assisting in the classroom. Men must also meet the standards of the hair code to assist in the classroom or with coaching.