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# *CCS Parent/Student Handbook*

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## **Introduction**

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### **Welcome**

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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 thing 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 participating in your child's life. We would love to have you join our Parent-Teacher Organization, attend concerts, programs, chapels, award ceremonies, field trips, and 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 have to set our standards. Once we set standards, we must strive to enforce them consistently and fairly. The purpose is to instill values, standards, and convictions. Sometimes rules may seem too hard or can even seem pointless, 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 kids only undermines authority 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 things properly and not to tear down authority. We understand that we will not agree on everything and that is okay when handled properly.

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

In Christ,

Matthew Reisberg  
Administrator, CCS

## Historical Sketch

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Carroll Christian Schools began in 1973 as Carroll Christian Academy. The new school was started as a ministry of the Church of the Open Door for the purpose of providing a Christian alternative to the community's educational options. The Academy opened its doors with 34 students in grades kindergarten through four.

The school grew steadily, adding one grade per year until graduating its first senior class in 1982. Shortly thereafter, a preschool program was started and the school officially became known as Carroll Christian Schools.

Through the years the school has added curricular and extra-curricular enhancements to our academic program. These include a fully developed fine arts program as well as multiple opportunities in athletics and two academic tracks for high school students.

As the church and school ministries grew, so did the need for additional facilities. The school began in the church's original 70' x 100' building known as the Baker Building. The ministries grew rapidly, so the Boese Wing was added in two phases, in 1974 and in 1976. In 1980 the two small buildings sometimes referred to as the "temporaries" or "portables" were constructed. The 1980s saw explosive growth in the church which led to the construction of the 1500-seat auditorium in 1985. A long-time dream for the school was fulfilled in 1994 when the gymnasium/high school building was finished. This building contains a full-size high school gym, locker rooms, a fully equipped commercial kitchen, modern science lab, and a state-of-the-art computer lab. A two-classroom modular building was installed next to the gymnasium in the summer of 1998. The addition to the high school building during the 2001-2002 school term provided a large cafeteria, as well as a larger library, computer lab, and five classrooms.

Dr. Norris Belcher has served as pastor of the church and president of the school since 1995. The Lord has provided a number of highly qualified faculty members since the inception of the school. The number of administrators has been few since there is a low turnover rate. The school currently employs two staff members who have earned doctorates and at least six staff members who have masters' degrees.

The school celebrated its 40<sup>th</sup> anniversary in 2012-2013. 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

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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 all children. 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 Saviour. 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, a spiritual retreat at the beginning of the year, the junior hike, and a missions-minded senior trip are all focused on ministering to the spiritual needs of our students.

### Statement of Philosophy

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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 Him.

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 develop a personal relationship with Jesus Christ, develop a biblical worldview, know what they believe, know how to defend what they believe, know how to share what they believe, and know how to continue to grow in what they believe.

### Statement of Policy Procedures

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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 probation basis. CCS reserves the privilege of amending, changing, deleting, or adding to the rules, regulations, and policies as is necessary for maintaining order and for the accomplishing of 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.

## Statement of Faith

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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)

## Academics

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The CCS faculty is comprised 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.

## Awards

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### Elementary

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1. Academic
  - a. Honor Roll – President's, Administrator's
  - b. Most Improved
  - c. Highest Academic Averages
  - d. BOOK IT
2. Attendance
3. Character
  - a. Conduct Honor Roll
  - b. Christian Character
  - c. Behavior
  - d. Faithfulness
  - e. Patriot's Heart – Outstanding Effort
  - f. Spiritual Growth
  - g. Service Award
  - h. Citizenship Award
4. Student of the Year
5. Perfect Attendance
6. Fine Arts
7. Music Class Awards
8. Physical Education Class Awards

## Secondary

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1. Academic
  - a. Honor Roll – President’s, Administrator’s
  - b. Academic Honors
  - c. Salutatorian
  - d. Valedictorian
  - e. Varsity Letter
  - f. Highest Academic Average
  - g. Honorable Mention
  - h. Most Improved
2. Athletic
  - a. Male Athlete of the Year
  - b. Female Athlete of the Year
  - c. Varsity Letter
3. Perfect Attendance
4. Character
  - a. Conduct Honor Roll
  - b. Christian Honor Society
  - c. Exceptional Student
  - d. Spiritual Growth Award
  - e. Faithfulness
  - f. Patriot’s Heart – Outstanding Efforts
  - g. Service Award
  - h. Christian Character
  - i. Citizenship
5. Fine Arts/Choir/Band

## Curriculum

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**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 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 “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 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 (grocery bag or the equivalent) on them. Book Sox will not be permitted as these damage the spines of the books.

## Eligibility

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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 4½ 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 4½ week grading period.
- Students who fall below the overall C- grade level at the 4½ week point while participating in a sport or class office will be dropped from the team for a two-week grace 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 4½ week evaluation.
- A student who is unprepared for class three times during a grading period will become ineligible. Students will not be allowed to practice or attend games until the work is completed.
- Students who fail a subject must immediately see the teacher for help in the failing subject in order to return to the team or class office at the next eligibility check.
- Parents may voluntarily remove a student from a team or student office due to grades.
- Students may also be considered ineligible for discipline reasons regardless of academic standings.
- 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 4½ week evaluation are considered ineligible unless extenuating circumstances have occurred and administration has approved.
- Students who are ineligible at the start of a sports season may be allowed to attend the one week tryouts and then 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.

## Grading Scale

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

<b>Letter Grade</b>	<b>Number Equivalent</b>
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+	70-71
D	68-69
D-	66-67
F	0-65

### MINOR SUBJECTS

**K5-5<sup>th</sup> Grade:** O – Outstanding, S – Satisfactory, U – Unsatisfactory

### SKILL SETS

**K5-5<sup>th</sup> Grade:** 1 – Excellent, 2- Above Average, 3-Average, 4- Below Average, 5-Needs Improvement

## Graduation Requirements

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<u>COURSES</u>	<u>CREDITS</u>
Bible	4
English	4
History	4
Math	4
Science	3
Language, Foreign	2
Physical Education	1
Health	0.5
Technology Education	2
Fine Arts	1
*Electives	1.5
<b>TOTAL</b>	<b>27</b>

\*Classes which meet only two or three days per week, earn ½ credit.

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

One credit is earned by attending class a minimum of five periods a week, 46 minutes each, or four periods a week for 57 minutes each, for one academic year.

No course changes may be made after the second week of school without the recommendation of the teacher and approval of the administration.

## Homework

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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 the teacher decides to change the homework, the teacher will enter the change in RenWeb and add the time the homework was changed so parents will be kept up to date.

A zero for homework not turned in on the due date must 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 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 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 may not be given on Wednesday evening in order to allow students to attend church activities. Because of this policy, no tests may be given on Thursday. Long-term projects and papers should not be due on Thursday.

Homework may 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)

## Honor Roll

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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 and B's for the grading period (B average).
- *Conduct Honor Roll:* Students who receive ratings of only 1s and 2s will be placed on the Conduct Honor Roll. The Conduct Honor Roll for the end of the year will be comprised of students who had an average of 1 or 2 for all the quarters combined.

## Materials

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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 source 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, SAT, and ACT Test Dates

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These dates are posted annually outside the office of the Guidance Counselor. The PSAT is the third week of October. Information about the SAT or ACT can be obtained from the CCS Guidance Counselor.

## Progress Reports and Report Cards

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Progress reports are emailed at the 4-1/2 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, he will receive an “Incomplete” (I) on his report card. He must make up this work or make a special arrangement with his teacher within two weeks after receiving the “I” to prevent it from becoming an “F.” The student must assume the responsibility of contacting his teacher regarding the Incomplete.

## Promotion/Retention Policy

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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**

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- A schedule for exams will be published prior to the week of exams.
- All students in grades 6-12 must take the first semester exams.
- All students in grades 6-12 are expected to take the second semester exams; however, each teacher is given an option. At the teacher's discretion, a student may be exempt from the final exam if they finish with an A average in all four quarters or if they finish with a total average of 94% or above. Each individual teacher can choose to apply this exception if it is earned or the teacher may choose to have all students take the exam. With few exceptions, exams will cover that semester's material; an example of an exception is math, which involves a building of information.
- Any dishonesty 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 blue 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 teacher and administration.

### **Senior Graduation**

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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 case of a tie of GPA between students, preference will be given to the student who has had a more rigorous schedule. Selection of Valedictorian and Salutatorian may be denied to a student who has received a number of behavioral notices (misconduct, detention, suspensions) if, in the opinion of the administration, this is warranted. Graduation speeches must be written and submitted to the administration for approval.

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.

### **Subjects and Courses**

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#### **Preschool/Kindergarten**

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

## Elementary

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

- Bible – an emphasis on Bible knowledge (including Bible catechism), memorization, love for God and His Word, 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 the appreciation for and skills of art.
- Music – general singing and theory.

## Junior High/Middle School

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

## High School

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- **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-III, Physical Science, Biology, Anatomy, Chemistry, Physics, Computer I-III, Psychology, Yearbook, Band, Choir, Physical Education, Home Economics, Art, and others as staff and interest permit.
- **Honors:** Advanced Algebra II, Chemistry, Physics, Trigonometry/PreCalculus, Calculus

For complete information on courses and requirements go to [www.carrollchristian.com](http://www.carrollchristian.com). Click on the Info tab, click the General tab, and view the Course Selection Guide.

## Standardized Testing

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Students are given the Stanford Achievement Test every year. The testing dates are listed on the school calendar. The SAT Test is administered to grades 1-11. 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 SAT Tests.

## Student Classification

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

<u>Grade and Classification</u>	<u>Credits Earned</u>
9 <sup>th</sup> Freshman	0
10 <sup>th</sup> Sophomore	5-6
11 <sup>th</sup> Junior	11-13
12 <sup>th</sup> Senior	18-19

## Tests and Quizzes

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- 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.
- Any dishonesty 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 blue 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

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CCS Transcripts report GPAs on a 10-point scale so that our students can be competitive with students from other schools who use a 10-point grading scale. (Example: A=90-100; B=80-89; etc.) Therefore, a student must have a 60% or better to pass a class for the year. While a 60% will be considered passing on a transcript, if a CCS student earns a 65% or below in a prerequisite course, they will need to retake the class before being enrolled in the next level class. missions

## General

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Carroll Christian Schools is looking for students who will fit into our Christ-centered family environment and will strive to do their best to become who God wants them to be. We encourage students to be active and to use their talents for the Lord.

## Procedures

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1. Registration – An online registration and application must be completed. This can be done at [www.carrollchristian.com](http://www.carrollchristian.com) and look under the Admissions tab. Copies of any pertinent records (i.e. report cards, standardized tests) and registration fees should be submitted to the school office.
2. Testing – All new students in grades K-12 will be tested. The purpose of the test is to evaluate strengths and weakness in order to set the student up to be successful in class.
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

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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 request the withdrawal at any time of any 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.

## Attendance

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### Tardies

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1. Any student entering school after 8:00 a.m. is tardy. Students who are tardy must first report to the reception center to sign in and receive a tardy slip. The tardy slips will be marked excused or unexcused. Examples of tardies that are considered excused are doctor's appointments, illness, car problems. Unexcused tardy examples are oversleeping, general traffic issues, etc. Students are expected to be on time for school.
2. Should a student enter school after 12:00 p.m. for any reason, he will be marked absent for the day.
3. Students who are tardy and miss a test or quiz must make arrangements that day to make up the test or quiz within one school day or a penalty will be given.
4. An unexcused absence will be issued for every three unexcused tardies. These unexcused tardies can come from homeroom or individual classes.
5. If a student in grades 6-12 enters school or class late without an excused pass four times in one quarter, he will receive a detention.
6. If an elementary student has a consistent pattern of arriving late to classes, disciplinary action may be taken.

### Excused Absences

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1. Absence from school will be excused for the following:
  - an illness
  - an emergency family matter
  - a death in the family
  - a dental and medical appointment, when appointment at another time is not possible
  - a court appearance
  - an absence that requires an extended amount of time (not more than five days), such as travel out of the city or religious observance, when an arrangement has been made in advance (not less than three school days) by completing the pre-excused form.
2. All excused absences must be verified by a note from the parents.
3. Excessive absences could result in a loss of grade, summer school work, loss of promotion, or graduation. 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 more than 20 days of school during the school year, he must 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.
4. In the event of an absence, check RenWeb for the work missed. Families may also email the teacher. All emails are the first letter of the first name, then the last name @carrollchristian.com. (i.e., mreisberg@carrollchristian.com)

### Pre-Excused Absences

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Parents must complete a Pre-Excused Absence Form if they are aware that a student will be absent from classes. This form 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 and all work may be made up for credit before or after the absence. Forms are available in the school office or on our school website.

Juniors and Seniors may go on college visits. A college visit preapproval form must be filled out and submitted to the administration at least three days prior to the student being absent for the college visit.

### Excessive Absences (High School)

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If a student is absent for a total of five or more days during any nine-week marking period will likely receive no credit (F) for each course in which the make-up work has not been satisfactorily completed.

### Unexcused Absences

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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.

### Absence Notes

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Absence notes should be brought to school by the student on the morning of his return to school. 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. When writing an absence note, please include the student's full name (first and last), grade, dates of absence, and the reason for the absence. All absence notes must be signed by the parent or the student's physician.

### Make-Up Work

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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

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Should early dismissal become necessary, a note must be sent to the school office in the morning. To be considered present for the day, the student must arrive by 11 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 reception center upon return. Notes should state whether the dismissal is for medical, dental appointments, death in the family, etc. When writing an early dismissal note, please print the student's full name (first and last), his grade,

and time of dismissal. Students must be signed out at the reception center. Please do not go to the classroom to pick up a student.

If a student must have early dismissal unexpectedly, please call the reception center at extension 314 to notify the school as soon as possible. With advanced notice, a student can be ready for pick up. A formal early dismissal note must still be sent in to the office.

### Leaving Campus

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Students are not allowed to leave the campus at any time during the school day without proper authorization from the principals. Any unauthorized departure from the campus between 8:00 a.m. and 3:05 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.

Secondary students in late stay may receive permission from parents to go off campus between 3:15 p.m. and 4:00 p.m. An Off Campus Permission Form **MUST** be filled out and submitted to the office. 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 the places indicated by parents on the permission slip. 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 in to 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.

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 to the student to leave campus or attend games.

### Truancy

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Students found to be truant will be subject to school discipline and may also be reported to county officials.

### Student Retreat

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The CCS student retreat is required of all students in grades 7-12. Those not attending will receive unexcused absences in all subjects for the days of the retreat.

## Junior Hike

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The Junior class will participate in a hike. The purpose of the hike is to provide leadership training and develop class unity for the upcoming senior class. Participation is required unless there are valid, pre-approved reasons for not attending.

## Eighth Grade Banquet

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The 8<sup>th</sup> grade banquet is a graduation service and banquet to recognize the students as they graduate from middle school. The intent is for all 8<sup>th</sup> grade students and their families to attend the banquet.

## Communication

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### Parent-Teacher Conferences

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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.

### Parent-Teacher Organization

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The CCS PTO is a service organization. Meetings are held at the beginning and end of each school year. Officers are selected for a term of one year. Through fundraising activities such as a Christmas Shoppe, Spirit Store, and the collection of Box Tops and store receipts, the PTO is able to annually provide assistance to the teachers.

### Parent-Student Responses to Problems

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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 in 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. Do not discuss the problem with another faculty member or the school secretary since neither is authorized to solve your problem.
3. Do not go to the Pastor or administrator first.
4. Call the school and leave a voice mail for the teacher or send an email to the teacher requesting a meeting.
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**

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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. For elementary classrooms, this could be the formal Tally system or an adapted form of the Tally system (grades K-3) or an originally created system in a similar fashion (K-5). All rules and consequences must be clearly defined. Excessive tallies or consequences will lead to disciplinary action that is clearly defined. These standards and consequences will be clearly documented for the parents and part of the parent packet at Parent Orientation/Back-to-School Night.

For secondary classrooms, the first phase of correcting discipline problems is at the teacher's discretion and an action that is warranted for the individual student and/or individual situation. This could be speaking with the student, moving the student, written assignments, lowered conduct grade, and even calling the parents, if necessary. The Discipline Notice ("blue slip") should be given for the infractions indicated on the slip. The student must sign the blue slip 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 added to the blue slip. Refusal to sign the blue slip will result in a detention.

If this first stage is unsuccessful in correcting the discipline problems, the student will be referred to the school office for further action. The administration will use whatever reasonable methods are felt necessary to maintain the standards of CCS and to help the students. These methods may include student conferences, detention, parent conferences, revocation of privileges, suspension, and/or expulsion.

## **Rules and Regulations**

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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 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, which 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 possible eventualities. 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.
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.
  - a. Three (3) unexcused tardies (whether to homeroom or individual classes) will be recorded as an unexcused absence.
  - b. Four (4) unexcused tardies will result in a detention (grades 6–12).
  - c. Habitual absenteeism and tardiness may be cause for dismissal from school.
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.
6. Students are to be attentive to neatness, cleanliness, and orderliness at all times.
  - a. A student's personal appearance should always be neat and clean.
  - b. Student lockers should be clean and orderly. All items on the outside of the locker are subject to administration's approval. 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.
  - c. 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. Griping and complaining are prohibited.
  - 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.

8. Students are to refrain from ungodly, immoral behavior.
  - a. The possession or use of drugs, alcohol, tobacco, pornography, 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.
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, gambling paraphernalia, etc.
  - b. The use of skates, skateboards, etc.
  - c. Chewing gum during school hours or in late stay.
  - d. Books, magazines, toys, games, etc. not specifically related to school matter and which have not been approved for use at school. Any literature not from Carroll Christian Schools must be approved by a staff member or administrator.
  - e. Private soliciting 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. Students need to be cautious about Facebook, Twitter, Snapchat, Instagram, texts and other social media posts. They should not criticize authority, policies, other students, other schools or students at other schools. Discipline may be given for questionable interaction.
12. Between classes, students may talk quietly in the hallways but should refrain from disruptive, loud noise. 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 Procedures

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- Classroom discipline: As indicated by the individual teacher’s behavioral plan. For example, this could include a zero (0) on an assignment due to cheating. If discipline issues continue, the levels of discipline will increase.
- Discipline Notices: These blue slips will be submitted to the office daily. The administration will address these issues on a daily basis. The slips will be evaluated by administration and entered into RenWeb to notify parents.
- Detention: Assigned by the administration and served on Tuesdays from 3:10-4:10 p.m. or 3:10-5:10 p.m. if a more severe detention is needed. Any school activity the student is involved in will be missed to serve detention. Email notification will be issued to student and parents regarding detentions.
- Repeated Detentions: A one-day suspension will be issued to a 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 may not be made up.
- Suspensions: Offenses including but not limited to misconduct, cheating, disrespect, lying, profanity, direct disobedience, repeated violations of the rules and standards, and

threats and violence may result in a suspension. 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 will be accompanied by an additional penalty for athletes. The first suspension will result in a loss of two games. A second suspension will result in a loss of four games. A third suspension will result in a loss of all games in a nine-week period.
- 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.
- Reenrollment after expulsion: A student expelled from CCS may be eligible for reenrollment. The student who submits an application for reenrollment 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 administration reserves the right to ask a parent whose child does not seem to fit into what the school is working to accomplish to please withdraw their child.

### Disciplinary Probation

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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 three-day 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).
- During disciplinary probation, a student will not be permitted to participate in extracurricular activities and the right to hold class office will be forfeited.
- If a student fails to evidence a change in his behavior within the probation period, then a student returning from suspension will be expelled from the school, and a student returning from expulsion will be expelled permanently.

### Removal from Class

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Students who are removed from class due to misbehavior will be disciplined at the discretion of the administration.

## Dress Code

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### Introduction

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

Flynn and O'Hare uniforms will still be allowed as we phase them out. The main differences are quality, price, service, access, and availability.

Patriot Wear items will be available from Lands' End and are also available from the Wilson's Spirit 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 Lands' End or Wilson's but can be the equivalent thereof. Specific specialty items must come from Lands' End. Those items are specified in these guidelines under "Standard Uniform 3c" of the girls' section or "Standard Uniform 4c" of the boys' section.

### Guidelines

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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 school uniform to prepare for work or practices must follow school guidelines with their attire. Students must have a valid reason to change out of school uniform 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 "Discipline 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

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\*\*If there are any questions regarding the girls' dress code, please address them to Mrs. Grab. 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 be to the **middle 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.

2. Shirts:
  - a. All Lands' End or Wilson's shirts (polos, oxfords, and/or blouses) must have either the CCS logo or the Patriot logo. Plain shirts without logos in the school colors are permitted if you already have them or need to find them at a lower price. Our desire is to have all shirts with the school logos. The PTO School Store will embroider logos for a minimal fee. Please bring these items to the school office and fill out the order form.
  - b. Blouses and oxfords must be tucked in at all times and must not be bloused excessively. Blouses and oxfords must have a collar.
  - c. 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.
  - d. All shirts must be button down and all buttons except the top button must be buttoned.
  - e. Girls in upper elementary and in secondary 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.
  - f. Shirts may have either long or short sleeves.
  - g. Shirts should not be made of sheer material.
  - h. Blouses must not be low cut.
  - i. Girls may wear solid color polos, blouses, or oxfords that are red, white, light blue, or navy.
  - j. Girls may wear turtlenecks, mock-turtlenecks, and long-sleeve t-shirts that are red, white, light blue, or navy. These shirts should not be tight and do not need to have the school logo.
  - k. Turtlenecks or mock-turtlenecks may be worn alone or under another school uniform shirt. The turtleneck or mock-turtleneck does not have to be the same sleeve length or color as the uniform shirt but should match well.
  - l. Long-sleeve t-shirts may ONLY be worn under another school uniform shirt. They do not need to be the same sleeve length or color as the uniform shirt.
3. Sweaters and Sweatshirts:
  - a. Girls may wear sweaters that are solid red, white, light blue, or navy. They can be button down, pullover, V-neck, or cardigan. We encourage you to order these from Lands' End with the CCS logos.
  - b. Sweaters purchased somewhere other than Lands' End may not have hoods or zippers and must be of normal sweater material, not "fleece" or "sweatshirt" material.
  - c. Girls may wear the following specialty items that are available only through Lands' End and must have the school logo. These acceptable options are a micro fleece half-zip pullover (T-100), a fleece jacket (T-200), a down vest, Color Block Active Polo in blue and white or red and white, a zip-front drifter cardigan, a piped athletic jacket, and a hooded zip-front cardigan (cable sweater).
  - d. Polos, oxford shirts, or blouses must be worn under any sweatshirt, sweater, or "hoodie." This is not something that is simply forgotten; therefore, it will be treated as a more serious offense because it is a deliberate infraction of the rules.
  - e. Students may also wear Patriot Wear hoodies and sweatshirts. Hoodies and sweatshirts may not be worn during chapel.
  - f. Hoods should not be up when the student is inside the school building or on the bus.
4. Socks: Girls should wear white, black, khaki, or navy blue 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. Yoga pants and leggings are not permitted.

5. Shoes:
  - a. Girls should wear regular dress shoes (Mary Janes, oxfords, or loafers with matching laces) that are black, navy, tan, or any shade of brown.
  - b. Shoes must have a back.
  - c. Shoes may have a heel that is not higher than 2”.
  - d. Laced shoes must be kept tied.
  - e. Sperry Topsiders will be allowed in black, navy, tan, or brown. Two tones of the listed shoe colors are permitted.
  - f. Moccasins, clogs, and slipper-type shoes are too casual and are not allowed.
  - g. Tennis shoes and open-toed shoes may not be worn.
  - h. Boots may not be worn with the regular school uniform.
  - i. Spikes, cleats, or muddy shoes from athletics cannot be worn in the buildings for any reason.
  - j. A shoe that distracts from the overall uniform appearance will not be allowed. All shoes should be kept in good condition.
  - k. Any questions on shoes should be referred to the administration for approval.
6. 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. Hair accessories such as headbands and scrunchies that do not cover the entire head are permitted.
  - c. Scarves may be worn to school but cannot be worn during the regular school day.
  - d. Girls may wear two earrings per ear at a time. These can be earlobe or cartilage rings. Earrings must not be larger than a dime for elementary girls and no larger than a quarter for secondary girls. Earrings must not hang lower than 1¼ inches.
  - e. 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.
  - f. Nails may be painted tastefully.
  - g. Body piercings and/or tattoos 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 the student’s natural color. Hair may have natural color highlights.

Girls Chapel Dress (K5-12<sup>th</sup> grades):

1. Girls must wear a navy or khaki skirt or jumper and a school uniform button-down blouse or oxford shirt in solid red, white, navy blue, or light blue.
2. Since the goal is to look nice in chapel, hoodies, jackets, team jackets, and sweatshirts may not be worn to chapel. Dress sweaters in navy, red, white, and light blue may be worn to chapel.
3. Standard uniform guidelines should be followed for shoes and socks.
4. Fashionable scarves may be worn on chapel days only. Girls may also wear ties on chapel days, if desired.
5. Only students in elementary school who have P.E. on chapel days may wear sneakers to school for chapel.

## Dress Code for Boys K-12

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### Standard Uniform:

1. Pants:
  - a. Boys may wear navy blue or khaki dress pants.
  - b. Pants must be school uniform pants that are purchased from Lands' End or are the equivalent thereof.
  - c. Pants should fit as uniform pants fit, and they should not be too tight or be excessively baggy.
  - d. Jeans, denim, corduroy, and cargo pants are not permitted.
  - e. 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.
2. Belts: Belts must be worn at all times and should be brown, black, navy, or tan.
3. Shirts:
  - a. All Lands' End or Wilson's shirts (polos and/or oxfords) must have either the CCS logo or the Patriot logo. Plain shirts without logos in the school colors are permitted if you already have them or need to find them at a lower price. Our desire is to have all shirts with the school logos. The PTO School Store will embroider logos for a minimal fee. Please bring these items to the school office and fill out the order form.
  - b. Polos and oxfords must be tucked in at all times.
  - c. All buttons except the top button must be buttoned on all shirts.
  - 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. Shirts may have either long or short sleeves.
  - f. Boys may wear polos, oxfords, or dress shirts that are solid red, white, light blue, or navy.
  - g. Turtlenecks, mock turtlenecks, and long-sleeve t-shirts 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.
  - h. Turtlenecks or mock turtlenecks may be worn alone or under another school uniform shirt. They do not have to be the same sleeve length or color as the uniform shirt but should match and look sharp.
  - i. Long-sleeve t-shirts may **ONLY** be worn under another school uniform shirt. They do not need to be the same sleeve length or color as the uniform shirt.
4. Sweaters
  - a. Boys may wear sweaters that are solid red, white, light blue, or navy. They can be button down, pullover, V-neck, or cardigan. We encourage you to order these from Lands' End with the CCS logos.
  - b. Sweaters purchased somewhere other than Lands' End may not have hoods or zippers and must be of normal sweater material, not "fleece" or "sweatshirt" material.
  - c. Boys may wear the following specialty items that are available only through Lands' End and must have the school logo. These acceptable options are a micro fleece half-zip pullover (T-100), a fleece jacket (T-200), a down vest, Color Block Active Polo in blue and white or red and white, a zip-front drifter cardigan, a piped athletic jacket, and a hooded zip-front cardigan (cable sweater).
  - d. Polos, dress shirts, or oxford shirts must be worn under any sweatshirt, sweater or "hoodie." This is not something that is simply forgotten; therefore, it will be treated as a more serious offense because it is a deliberate infraction of the rules.
  - e. Students may also wear Patriot Wear hoodies and sweatshirts. Hoodies and sweatshirts may not be worn to chapel.
  - f. Hoods should not be up when the student is inside the school building or on the bus.

5. Socks: Boys must wear socks that are black, navy, white or khaki. Socks should 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.
6. Shoes:
  - a. Boys should wear regular dress shoes (oxfords, loafers, etc.) that are black, navy, tan, or any shade of brown with matching laces.
  - b. Shoes must have a back.
  - c. Laced shoes are to be kept tied.
  - d. Sperry Topsiders will be allowed in black, navy, tan, or brown. Two tones of the listed school colors are permitted.
  - e. Moccasins, clogs, and slipper type shoes are too casual and are not allowed.
  - f. Tennis shoes and open-toed shoes are not allowed.
  - g. Boots may not be worn with the regular school uniform.
  - h. Spikes, cleats, or muddy shoes from athletics cannot be worn in the buildings for any reason.
  - i. A shoe that distracts from the overall uniform appearance will not be allowed. Shoes should be kept in good condition.
  - j. Any questions on shoes should be referred to the administration for approval.
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.
  - 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 and/or tattoos 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.
  - b. Hair should be neat and should not be a fad style. Tapered cuts are preferred. Tapered means it should not have a ridge. Tapered hair should be a consistent length on the top and sides.
  - c. Hair must not be dyed or colored. 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.
  - d. Unusual styles will not be accepted.
  - e. 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).
  - f. 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.
  - g. Hairstyles that cannot be modified by the barber will result in immediate suspension until an acceptable style can be attained.
  - h. 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 will also receive disciplinary action.
  - i. There may be a rare occasion when for health reasons the facial hair policy may be adjusted for a specific student.
  - j. Sideburns should not extend beyond the middle of the ear.
  - k. Hair should not have lines or numbers cut into it and should not be brought to a point.

### Boys' Chapel Uniform (K5-12<sup>th</sup> grades):

1. Boys must wear a tie on Chapel days; however, any color tie may be worn with any 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. We will also allow black dress pants or a black suit on chapel days.
4. Any color dress sweater may be worn on Chapel day.
5. Since the goal is to look sharp, hoodies, sweatshirts, jackets, Patriot Wear, and team jackets cannot be worn to Chapel.
6. Suit jackets may be worn on Chapel days.
7. Standard uniform guidelines should be followed for belt, shoes, and socks.
8. Only students in elementary school who have P.E. on Mondays may wear sneakers to school and chapel.

### General Dress Code

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#### P.E. Uniform:

1. Grades K-5:
  - a. CCS P.E. uniforms from the Wilson's Spirit Store or Lands' End are optional.
  - b. Students may wear sneakers with their regular school uniform.
  - c. Girls must wear navy, black, or khaki shorts under their skirts.
  - d. If girls want to change for P.E., then the CCS PE uniform shorts are required. Students may not wear any other shorts for P.E. Students may either choose the P.E. shirt available through Lands' End or Wilson's or may wear their regular polo shirt.
2. Grades 6-12
  - a. All students who have P.E. must have a CCS PE uniform from either Wilson's Spirit 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.
  - c. Sweatpants and wind pants are optional but recommended for cold days.
  - d. CCS sweatshirts and hoodies may be worn as well as the wind jackets available on our Lands' End site.
  - e. Failure to wear the required uniform three 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. 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.
  - g. Students must wear sneakers and socks.

#### Casual Days:

Some of the Casual Days will be used as a fundraiser for the sports department. We have seven scheduled Casual Days. Providing drinks four times will earn you the right to participate in five of the seven Casual Days. The drinks will be sold at sporting events and the proceeds will benefit the sports department. On the September 16, November 23, February 14, and March 17 Casual Days, families will send in a case of soda, water, or Gatorade per the Athletic Director's information.

The two remaining Casual Days may be used to minister to others and further information regarding these donations for Casual Day will be sent out in the newsletter before the date of donation.

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 to participate in Casual Day even if he/she provided drinks for the sports department. If students push the limits with clothes that are too short or too tight, they will lose their Casual Day privilege.

Please note:

- The first time a student is out of Casual Day dress code, the parent will be called to bring in a change of clothes and the student will receive a blue slip with a warning. If the student is in immodest dress, they will not be allowed to return to class until the parent brings in a change of clothes.
- The second time a student is out of dress code, the parent will be called to bring in a school uniform, and the student will receive a blue slip and further disciplinary action. Any student out of dress code for the second time on Casual Day will not be allowed to return to class until the parent brings in a school uniform.
- If a student comes out of dress code a third time, the above rules will apply, and the student will not be allowed to participate in Casual Day for the remainder of the school year. They will be required to be in school uniform.

Casual Day Guidelines:

1. Specific guidelines will be given for each Casual Day. Sometimes, a specific theme will be given for Casual Day. For example, we may have “Sports Team Day” where students should wear a jersey or shirt from their favorite sports team. If a specific theme is designated, the choice of clothes must clearly indicate the student followed the theme guidelines.
2. Students will be allowed to wear jeans on Casual Day. Appropriate-fitting boot cut, straight leg, and flare cut jeans are permitted. No skin tight 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. Please see above note regarding Casual Day dress code infractions.
3. Dress boots in black, brown, tan, navy, or grey may be worn for Casual Day.
4. Ugg-style boots will not be allowed.
5. Students may wear sneakers. Flip-flops and sandals may not be worn.

### **Game Days:**

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

1. Soccer and Volleyball Teams: For both home and away game days, the athletes on these teams may wear their team jersey, team shorts under team warm-up pants with socks and sneakers.
2. Basketball Teams: For home basketball games, the athletes may wear their team jersey under a Spirit Wear Hoodie or team warm-up jacket with team shorts under team warm-up pants with socks and sneakers.  
\*\*\*\*For away basketball games, follow the guidelines listed below under Dress-Up Days.
3. Cheerleaders: On game days, cheerleaders may wear their full uniform.
4. Baseball Team: For home and away baseball games, the athletes may wear their red and blue jerseys, team uniform pants with socks and sneakers.

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

## Extracurricular Activities

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1. Athletic Events
  - a. Students attending athletic events, either home or away, may wear proper fitting, school standard jeans and a CCS t-shirt (i.e. retreat shirt or CCS spirit wear shirt). Students may also wear sweatpants or wind pants.
  - b. Shorts may not be worn by spectators unless specific permission from the administrator is given.
  - c. Skinny jeans, jeggings, leggings, and yoga pants may not be worn.
  - d. Athletes who come to games should view the Athletic Handbook for the policy for players.
  - e. We want our fans and our teams to be classy and look sharp. If students are wearing immodest or inappropriate outfits, a blue slip 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 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, middle-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: Most field trips require school uniforms. Exceptions are made on a per event basis. Please consult your child's teacher for details on a specific field trip. If students are allowed to dress casually, Walk-a-Thon or CCS-themed shirts will be required.
4. Field Days
  - a. Standard dress for these events is sweatpants or wind pants, t-shirts, and tennis shoes.
  - b. T-shirts should not have offensive or objectionable writing or pictures.
  - c. Modest, knee-length athletic shorts that are not tight may be worn while participating outside in Field Day. Wind pants or sweatpants must be worn over shorts when inside the school building on Field Day.

### Dress Up Days:

1. Picture Day and away ball games.
  - a. Boys should wear dress pants, button-down dress shirt, tie, dress socks, and dress shoes.
  - b. Boys are encouraged to wear a dress sweater or a suit. We want them to look sharp!
  - c. Girls should wear a dress or a skirt that comes to the middle of the knee. Parents please help enforce this before they come. If a girl's dress or skirt is too short or too tight, they will be asked to call their parent to bring them appropriate attire. They may also receive disciplinary action. If it is a repeated issue of a student having questionable attire, they may lose the privilege and have to remain in school uniform for other functions.
  - d. Lace overlay dresses – 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.
  - e. Girls who wear a skirt should wear a modest blouse with sleeves or a sweater with sleeves. The neckline should not reveal cleavage, and it should be buttoned all but the top button. Blouses, skirts, and/or dresses should not be sheer or see through.
  - f. Girls should wear dress shoes and appropriate socks, tights, or hose. Heels should not be higher than 2 inches.
  - g. Clothing should not be too tight and should be dressy.
  - h. Please wear an appropriate-length slip.

2. Jr./Sr. Banquet/Formal Banquets (including Sports Banquet, 8<sup>th</sup> Grade Banquet)

a. Ladies

- 1) All dresses must be presented to a committee of three ladies at the same time. The dresses will be approved at the discretion of the three-member committee. The committee may ask a young lady to wear a cover or make alterations as needed.
- 2) The dresses need to be approved at least two weeks in advance for approval. The student must come prepared to try on the dress (including shoes and appropriate undergarments). A letter with specific dates for dress checks will be sent out prior to each event.
- 3) Any dress needing alteration must be checked again and approved by the members of the committee before the event (within the two-week time period unless otherwise approved by the committee).
- 4) If a young lady shows up at a banquet in a dress that does not meet the CCS standard, the student will be given a sweater to wear and may face disciplinary action.
- 5) Absolutely no cleavage can show while sitting, standing, or bending over.
- 6) Appropriate undergarments must be worn according to the style of the dress (including an appropriate-length slip).
- 7) No off-shoulder, strapless, or single-shoulder dresses are allowed.
- 8) No spaghetti strap dresses may be worn without a cover-up (i.e., jacket, bolero, shrug). If a shawl is worn, it must be pinned to cover the straps.
- 9) The back of the dress must come high enough to cover the bra. Openings should not go below the bra. Approval will be at the discretion of the three-member committee.
- 10) The dress length is to come to the middle of the knee and must not come above the knee when seated. Long dress slits may be no higher than the knee when sitting or standing.
- 11) Lace overlay dresses - 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.
- 12) Dresses should fit nicely; however, they should not be too tight.
- 13) Young ladies who do not attend CCS must also have their dresses approved in order to attend. Please make sure all guidelines are met before bringing the dress in for approval.
- 14) Please be aware that not all styles accommodate everyone. Dresses will be approved according to how the style looks when worn by the young lady.

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.

## Extracurricular Activities

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### American Christian Honor Society

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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 who have attended homeschool do not 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

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From time to time, educational field trips will be planned. 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. A permission slip must be filled out and signed by the parents 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.

The goal is to take a middle school and a high school field trip each fall and spring along with the other field trips for a particular class. 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. Headphones, iPods, earbuds, and other devices are prohibited.

### Fine Arts

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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. There is a small charge for those who participate.

Complete details and dates will be available in the school office. If you have any questions, please contact Miss Nathania Muñoz.

### Junior-Senior Banquet

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

Dress for the occasion is semi-formal or formal. Open necklines, “off-the-shoulder” fashions, or other revealing garments of any kind will not be acceptable for ladies. Approval of their attire will need to be secured at least two weeks in advance of the evening. Those who do not comply will be prohibited from attending the banquet or will be sent home to secure acceptable clothing. Ladies who do not attend CCS must also have their attire approved. Please view the Dress Code Guidelines for this event under the Dress Code Section.

Each junior and senior may invite one guest of the opposite sex to be his/her date. Underclassman and dates who do not attend CCS must be pre-approved by the administrator and complete the form for non-CCS guests. All CCS students and guests are expected to follow CCS rules for the banquet and the after party.

## Music

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In order to provide students with an outlet for his 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, an automatic “F” (0%) will be averaged into the music grade for the quarter. If the student has any reservations about a 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 or to the administrator.

## Marching Band

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CCS has a Marching Band with Color Guard, Flags, and Rifles. The Marching Band performs in the Westminster Memorial Day parade and possibly other events.

## Pep Band

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The CCS Pep Band will perform at various events such as basketball games and academic chapels.

## Off-Campus Activities and Responsibilities

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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

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Students are expected to complete a minimum of 75 Service Learning Hours sometime between 7<sup>th</sup> grade and graduation. Students must complete a Service Learning Hour Form that is available in the school office or on the website at [www.carrollchristian.com](http://www.carrollchristian.com) under the Info Tab and subcategory General. Please turn these completed forms in to 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

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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

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Once per quarter, the Seniors will have the privilege of going out to a local restaurant with a staff member to enjoy a time of fellowship. They should conduct themselves in such a manner as to be a good testimony. They should bring the money they need as well as money for a tip. They should be sure the area is cleaned up before leaving.

## Senior Privileges and Responsibilities

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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 missions’ 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 to graduate, seniors must have all financial obligations (tuition, fees, etc.) to the school paid in full, all CCS materials (books, 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 present and pass the Senior Thesis.

Those who fail to meet these obligations may not be permitted to “walk” in Senior Graduation.

## Senior Trip

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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 evidences 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.

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. 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 \$1,200.00. Begin saving early. The first \$300 will be due by September 5 and the other \$300 will be due by November 5. If additional funds are raised by the class, they will be returned to the parents at the end of the school year.

## Spiritual Retreats

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Students in 1<sup>st</sup> through 6<sup>th</sup> grade will participate in a Spiritual Retreat Day at the beginning of the school year. The purpose of this event is to begin the year with a spiritual focus and also encourage students to

get to know students in other grade levels. The students will participate in chapel and games throughout the day with the 6<sup>th</sup> grade students participating as student leaders.

Each year we begin the school year by taking the 7<sup>th</sup> -12<sup>th</sup> 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.

### Student Council Association

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The SCA is made up of an SCA President, Vice President, Secretary, and Treasurer who all serve school officers. The SCA also includes a President and Vice President from each class (6-12) who serve as class representatives.

The SCA meets with Mr. Reisberg at least once a month to give input, answer questions, and help plan things 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, a student must complete a candidacy form. Students will have the opportunity to submit posters for display and will deliver a speech. Elections will be held to determine the core officers and class officers each year.

The organization of classes and their election of officers at Carroll Christian Schools are 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. To choose a member of the Homecoming Court and her escort for their class.
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.

Each class may organize by electing the following officers (grades 6 through 12 only):

1. President
2. Vice President
3. Secretary
4. Treasurer (Grades 10,11, and 12 only)
5. Chaplain (should be a male student because of our biblical conviction regarding men pastors – I Timothy 2:12)

The class President and Vice-President will serve as their class representatives on the SCA.

The assigned teacher is designated by the administration to act as sponsor 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](http://www.carrollchristian.com) under the Info Tab.

### Internships

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Each year students in grades 9-12 will serve a one-week internship. The goal of the program is to allow students to experiment with different careers and to help narrow down what God wants them to do with their lives.

The students are responsible to find an internship that suits their interests and the obtain approval. The student's Internship Proposal Form must be turned in by the assigned due date in early October or a detention will be given. At the completion of the internship, the student will turn in a journal that helps them to think through the experience. Their internships will appear on their transcripts.

More information is available about the Internship Program at [www.carrollchristian.com](http://www.carrollchristian.com) under the Info Tab.

### **Finances**

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#### General Information

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Tuition fees and voluntary gifts support Carroll Christian Schools. The tuition paid on behalf of our students does not cover the cost of their education. Without the support of the Church of the Open Door, free-will gifts, and our fundraising programs, we would not be able to continue our operation. Therefore, it is very important that tuition be paid when due and that families participate and lend their full support to our various fundraising efforts.

Students enrolling during the school year will pay one month's tuition in advance, payable the first day the student is in attendance. The balance of the tuition will be prorated and a coupon book will be mailed.

#### Business Office

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The business office will handle all financial questions and payments. The business office is open Monday-Thursday from 8:00 a.m. to 4:00 p.m. All monies brought to school for payments should be turned over to the business manager, his secretary, or the school secretary who will see that your account is credited properly.

The attendance of one day in a given month constitutes a financial obligation for the entire month.

Payments may be made by cash, credit card, online bank transfer, or check made payable to Carroll Christian Schools. Online bank transfers and credit card payments can be made at [www.carrollchristian.com](http://www.carrollchristian.com) using the Info tab. Please be sure to specify what your payment is for when filling out the information. While there is no charge for the online bank transfer, there is a 3% service charge for a credit card payment. The only way that we can offer the credit card service is if those who use it help to cover the cost of the service. Credit card payments can also be made at the school office.

Tuition is payable in 12- or 10-month payment plans beginning in June and August, respectively. Coupon books are issued for all accounts. Payments are due the 15<sup>th</sup> of the month with a \$25 late fee assessed after the first of the next month. Balances 30 days overdue will be assessed a service charge of 1½% per month. Checks returned for insufficient funds will be assessed a \$20 charge. A prepayment discount of 2% is available if accounts are paid in full by July 31.

Students who withdraw or who are expelled must settle all accounts 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 office.

Accounts must be current before report cards will be released (quarter or final) and before students are allowed to participate in year-end events such as kindergarten or high school graduation. This includes book fines, athletic uniforms, marching band uniforms, etc. In some cases, final exams may be withheld until accounts are brought up to date.

### **Tuition and Fees**

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A schedule of tuition and fees is available in the school office.

There is no fee for early stay. Late stay is available from 3:15-5:30. The fee is \$7 per hour or (part thereof) per student not to exceed \$10 per hour per family beginning at 3:30 p.m. After-school care is billed on a monthly basis.

### **Tuition Credit**

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Carroll Christian Schools offers tuition credit to families who refer new students to the school. Please note the following guidelines:

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.
3. The referring family must notify the school in writing that a referral has been made and to whom it has been made prior to the time the new family contacts the school. Referral forms are available in the school office.
4. The credit will be applied to your account in equal amounts toward your next ten monthly payments.
5. Credit will be applied to tuition only. All other fees are still applicable.
6. The amount of the credit will be as follows:
  - a) \$250 per half-day kindergarten student
  - b) \$500 per full-time preschool, full-time kindergarten, elementary, or secondary student

### **Health Room Policies**

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Recognizing that the promotion of the best possible health for each student is important to the student's present and future life, CCS has established a school health program.

CCS follows the mandated requirements of the Maryland School Health Code which states certain medical requirements must be met by students during specific years of their schooling. Parents or guardians are expected to comply with the state requirements for immunizations. Maryland Immunization Certificates are available in the school office as well as information on immunization requirements. Some children will have no requirements for a particular school year.

Forms are to be completed by the doctor and returned to the school. Completed forms are to be returned on time or a written explanation must be given for a delay in compliance.

With any health situation, including but not limited to the information below, the school reserves the right to request physician documentation before the student may return to school.

**COMMUNICABLE DISEASES:** If your child shows signs of any communicable disease, please consult your physician. The state law requires that children with certain diseases be excluded from school for a prescribed period of time.

Children with mumps or chicken pox will be excluded from school by authority of the principal while there remains any swelling from mumps or until all the chicken pox have started to crust.

Impetigo, ringworm, scabies, pink eye, tonsillitis, head and body lice, and trachoma (a contagious infection of the eyelids) all require exclusion, but there is no set interval of time during which the child may not attend school. For contagious diseases that require antibiotic treatment, students must remain at home until antibiotics have been given for 24 hours. The school reserves the right to request physician documentation before the student may return back to school.

Please notify the nurse if your child has had a communicable disease in order that we may keep accurate records.

**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/guardians responsibility to keep an up-to-date record on file. Those families that choose not to receive immunizations will need to keep a physician-signed exemption form 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) and ibuprofen (Motrin) and cough drops. Acetaminophen, ibuprofen, and cough drops will only require parental/guardian permission, and will be given per the package directions. All other medications will require a physician signature. **All medications are 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 medication with them while at school.

**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.**

**FEVER:** The student must be without a fever for at least 24 hours without the use of any fever-reducing medications (example: acetaminophen or ibuprofen, etc.). **A fever is classified as a temperature greater than 100 degrees.** If your child develops a fever while in school a parent/guardian will be contacted to pick the student up from school.

**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 back 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 checked by the school nurse or medical technician before returning to class. The school reserves the right to require physician documentation before returning to school.

**COLDS:** Coughs, sneezing, headaches, and upset stomach can happen throughout the year. If the symptoms are uncontrollable or if a fever is present, then the student should remain at home until the symptoms are under control. If a fever is present with any of these symptoms, then the fever policy must be followed and the student may not return back to school for 24 hours after the fever is gone (without the use of medication).

**PHYSICAL RESTRICTIONS:** Make sure that any physical restrictions (ex: doctors 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. 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.

Any incidents requiring further medical attention not constituting an emergency will receive medical treatment as necessary by the school nurse, medication technician, or trained staff members. The parents/guardians will be contacted to assist the student for further needed medical attention.

For minor first aid needs, medical attention will be administered by the school nurse, medical technician, or trained staff member. The parent/guardian will be notified of the incident. Based on the incident, 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).

**If you have any specific medical instructions from your doctor, please remember to submit them to the nurse or school office so the proper teachers/staff members can be updated on any restrictions.**

For specific questions concerning health room policies or student medical updates please contact the school nurse at [nurse@carrollchristian.com](mailto:nurse@carrollchristian.com). Copies of medical forms can be found under the “forms” section of the website.

## **Policies and Procedures**

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### **Athletics**

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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, and bad attitudes will not be tolerated.
2. Students must have a sport 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, 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](http://www.carrollchristian.com).

Updated schedules are located at [www.schedulestar.com](http://www.schedulestar.com). Type in Carroll Christian Schools under the search and click the name in the box that appears. This will give you all the information for each game and any updates as needed.

### **Bathroom Policy**

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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 times. 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.

Before going on a field trip, the chaperone will be given a form with clear expectations and duties as a chaperone. This will include a reminder of this bathroom policy.

## 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 in the school building before or during school hours. After school, students should not use cell phones until they have left the school building. 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, 8:00-3:05. 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.

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 to immediately update any change in cell phone status during the course of the school 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 a detention including the first offense. If this is a repeated issue, the cell phone will be confiscated until the last day of school. If a parent takes the student's cell phone for disciplinary action at home, the parents must email Mr. Reisberg before school starts so CCS is aware that the student does not have access to their phone to bring to school. The parent will need to email Mr. Reisberg when they have returned the phone to the student again.

If a student arrives to school late, they must turn their phone in to the receptionist when they receive their tardy slip.

It is the responsibility of the student to return to homeroom and collect their cell phones at 3:05 p.m. Any student with an early dismissal must turn in a note to the office in homeroom. The student will then be able to get their cell phone back from the receptionist when they sign out for the day. The teacher will read the daily bulletin and arrangements will be made with the office to get the phone from homeroom to the receptionist before the student signs out. If a note is not submitted for an early dismissal, the student is not to disturb a class to get their cell 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 a.m. and 3:05 p.m. will have it confiscated and it will remain in the office and can be picked up at 12 noon on June 2. The school is not responsible for the unused service plan.

Students will not be allowed to have cell phones on field trips and retreats. Students should not have 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 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.

Cell phones will need to be picked up 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 5<sup>th</sup> and 6<sup>th</sup> periods). The phones will need to remain powered off and kept in a backpack or locker. If an athlete has picked up their cellphone for early dismissal and is caught with the cell phone on and/or out of the backpack or locker during school hours, the cell phone will be confiscated for the rest of the year per the school's cell phone policy for all students noted above. **At no time, may a student disturb a class to retrieve their cell phone.**

**Cell phones are not allowed to be used on the bus/vans.** A school text will be sent to notify parents of return times; therefore, the students will not need to access their cell phones on the buses.

Headphones, earbuds, and 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 be using earbuds/headphones during the school day unless approval has been granted by administration for a specific class or activity.

### [Change of Address](#)

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

### [Chapel](#)

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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 Thursday 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. Three times during the year, school wide chapel for grades K5-12 will be held.

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.

### Early Stay

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Students who are dropped off after 7:20 a.m. will go to Early Stay. The preschool early stay will be in Mrs. Crago's room. 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.

### Food

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Food, drinks, and 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 can drinks cannot be carried through the hallways or in other classes at any other time.

### Friday Folders

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Each Friday, each family will receive a Friday Folder from the office. This folder will be sent home each Friday with the youngest child in CCS between the grades of K5 and 12<sup>th</sup> grade. Preschool students in the same family will receive information separately. These Friday Folders will include information about various upcoming events and other notifications. Families are expected to empty the folders each week and return the folders on Monday morning to the homeroom teacher. This folder is an excellent way of communication between home and school. Parents may send in tuition payments, lunch money, scrip orders and/or payment as well as any other information or RSVPs. Each Monday morning (or first school day of the week), the office will receive the folders from the homeroom teachers and payments will be distributed to the appropriate areas. As before, parents may bring payments to the office personally, if desired. The Friday Folders must be returned to be used each week. If the folder is lost or unusable, the family will be charged \$1 for a replacement folder.

### Late Stay

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Late stay begins at 3:15 p.m. for all grades. All students who have not been picked up by a parent by 3:15 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 3:15 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 3:15-5:30 p.m. The charge for late stay is \$7.00 per hour per student not to exceed \$10 per hour per family from 3:30-5:30 p.m. 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 the Great Room.

Elementary ONLY: 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.

Secondary ONLY: Students with parental permission may go off campus to the designated areas on the permission slip (see page 19, Leaving Campus section). 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 the Great Room 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.

For secondary student athletes waiting for a late practice to begin and not picked up by 3:15 must go to late stay at 3:15 and sign in on the Athletes Sign-In Sheet as no one should be throughout the building after 3:15 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

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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

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Items will be held for one month. Any unclaimed items will be donated to Goodwill. Please check in the school office for lost items.

### Lunch Program

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Lunches can be provided for the students in two ways:

1. You may choose to send a lunch with your child in a lunch box (with an ice pack if needed). A microwave is available for students in grades 4-12.
2. You may order your child’s lunch from your RenWeb account. The lunch menu along with prices is updated monthly and can be viewed on your RenWeb account.
3. Lunch orders for the day must be placed by 8:30 a.m. by the parents. Teachers will not be accepting cash for lunch or placing orders for students in RenWeb.
4. Lunch will be on a prepayment basis only. Payment may be made by cash, check, or credit card. Cash and check are submitted to the office. A credit card payment is made through the [www.carrollchristian.com](http://www.carrollchristian.com) website. Once a payment has been made, an account will be set up in RenWeb. Each time your child receives their lunch, your account will be deducted the correct amount for lunch. If a child does not pick up their lunch because they had to leave early due to

illness or another emergency, a charge will not be processed. Submitting payment for lunches is a separate process from ordering lunches through RenWeb.

5. Parents are able to view the daily purchases on ParentsWeb. Once logged into your account, click on Family Information. When the new drop-down menu appears, click on Family Billing. This will open a new page with the lunch account information. Clicking Details will allow parents to see what has been purchased. Parents should monitor these charges as the school cannot monitor students' individual purchases.
6. With the prepayment system, an automatic email will be generated if your balance is below a certain threshold point. Additional prepayment will need to be made for your student to continue to order lunches.
7. The monthly fundraiser lunches served by the senior class will require a separate payment. These lunch payments do not get pulled from the lunch money sent in for everyday school lunches.
8. Lunches must either be ordered from our school lunch program through RenWeb 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 a student's lunch time. Students may reheat leftovers from a meal at a restaurant.

## Newsletter

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Every Friday we will email our weekly newsletter. 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

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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

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

## School Colors and Logo

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

## School Fundraisers

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All CCS families are responsible to raise \$250 as a fundraising commitment. The goal is to have this amount raised through the Walk-a-Thon. The overall Walk-a-Thon goal is \$50,000 with \$35,000 applied to the general budget expenses and \$15,000 applied to a specific project.

The Walk-a-Thon is held in early October. Each family will receive a set of 15 donation letters to be sent before the actual event. If a family chooses to not participate in the Walk-a-Thon or send out all 15 donation letters, the family will be responsible for \$200 of the overall \$250 commitment. If less than 15 donation letters are sent, but \$200 or more comes in from donations, this will fulfill the commitment. After sending out the 15 mailers or paying the \$200, the remaining balance for the \$250 commitment can be paid by cash or check or can participate in the “50/50 Partnering Together” scrip program. Any funds brought in from the Walk-a-Thon received after December 2 will automatically be added to the general fund.

If there is still a remaining balance for the family fundraising commitment on April 15, the balance will be included on the May tuition bill.

CCS is offering the 50/50 “Partnering Together” scrip program to all families and supporters of CCS as a way of helping families complete the family fundraising commitment and to also help toward tuition after the commitment has been fulfilled. 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. Once the family’s \$250 fundraising commitment is fulfilled, 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 15.

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. A fundraiser calendar will be distributed at Back-to-School Night. This calendar is designed to limit the number of fundraisers and to keep families aware of the plan for the year. If you have any questions about fundraisers, please contact the school administrator.

### School Office/Reception Center

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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 before proceeding to the office or anywhere else including to a class and before entering the gym building. This is in place to allow us to make student safety a high priority.

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 communication to the office of an official nature should be on a written basis. We greatly appreciate your understanding and courtesy in helping us efficiently serve the needs of both parents and students.

### School Records

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1. **School Records:** All financial obligations must be met before any records can be sent. School records are released to another school when a request is received including Health records.
2. **Transcripts:** The first five (5) transcripts for enrolled seniors will be mailed free of charge. Any transcripts that are needed after that the student will need to go through Parchment at [www.parchment.com](http://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.
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

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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 use of myspace.com is prohibited. 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. All 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.

### Telephone

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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. – 3:05 p.m.).

### Visitors on Campus

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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. 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

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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 radio and TV stations: WCRH 90.5, WGTS 91.9, WRBS 95.1 and WTTR AM 1470; WJZ TV 13, WBAL TV 11. We do not follow CCPS for heat-related closings. We will also notify you by email. A final way that to confirm school closings is to call the school. We will have delays and closings on a recording.

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**

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Carroll Christian Schools is on the internet at [www.carrollchristian.com](http://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. Please sign and return the *Photo, Video, and Schoolwork Release Form* each year. If the form is not signed and returned, we will consider it implied consent.

## **Acceptable Use Policy (AUP)**

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### **Statement of Intent**

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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. 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**

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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 the responsibility of the parents of those pupils involved.**

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**

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Pupils 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**

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Unacceptable use includes all of the following:

- Disclosure of username and password to any pupil 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 such that this 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 facilities 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.
- Pupils may not use disks/CDs brought from outside the school without prior permission.

## Cameras

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

## Use of Wi-Fi Network

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Pupils 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

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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

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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 pupils' own devices by 8:00 a.m. for return at 3:05 p.m.
- The iPad may be confiscated and the student will lose the privilege
- Parental involvement
- Temporary or permanent exclusion from school
- Police involvement

## iPad Policy

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Carroll Christian Schools (CCS) provides an iPad for every high school pupil, to be used for all aspects of teaching and learning as directed by class teachers. This policy covers all aspects of the handling and use of these devices. The school Acceptable Use Policy also applies.

## General Guidelines

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All students are allowed access to electronic resources unless the school is notified in writing by the parent/guardian. The school's Acceptable Use Policy and iPad Policy apply to iPad use ***at all times and in all locations.***

## Monitored Use

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All files stored on the system are the property of the school and are subject to regular review and monitoring. Pupils should have absolutely no expectation of privacy when using the iPad. Any and all activities performed on the iPad can and will be monitored.

## Ownership and Care

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Each iPad is the property of Carroll Christian Schools. Pupils will have an individually assigned and labeled iPad which will be theirs for the duration of their attendance at CCS. Students also must utilize the protective carrying case except when using the iPad. Please see the *iPad Policy* for all details.

## iPad Policy

---

Carroll Christian Schools provides an iPad for every high school student to be used for all aspects of teaching and learning as directed by class teachers. 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

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- 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 will have an individually assigned and labeled iPad which will be theirs for the duration of their attendance at CCS. Students also must utilize the protective carrying case except when using the iPad. 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.
- 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, create an iTunes account on the iPad, change any configuration settings on the iPad, particularly network configurations, erase the iPad on another computer, 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 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 charge iPads at home and bring them to school charged. 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.

## **Damages**

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- 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 or 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, 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 not 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.

## **Financial Responsibility**

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CCS families have the option to purchase iPad insurance through the school. All families are encouraged to participate in the insurance option but are not required. Families who do not purchase insurance are responsible for the full replacement cost of the iPad. This only applies to the iPad itself and not all accessories. Purchasing the insurance is strongly encouraged.

### **Costs:**

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- Annual Premium: \$25.00, billed in September each year.
- 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 and will be acquired by school at current market value on secondary market (likely a refurbished unit from Apple or from eBay).

### **Covered:**

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The following items will be covered under the policy:

- Accidental drops/cracked screen. (Note: if the iPad was not in the proper case administered by the Technology Manager, 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).
- Fire, flood, or natural disaster.

### **Not Covered:**

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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. unlocked car)
- Damage in a book bag without proper protective case
- Damage due to having the iPad out of its case
- Damage caused by students playing around the iPad and knocking it out of your hands or off a table.
- Damage caused by being near water, food, or drink
- Damage caused by allowing another person to use the iPad.

## iPad Policies

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- 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 ("blue slip").
- A teacher, class, or another student should not be recorded on your iPad without the consent of the teacher. 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, print 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 be paying 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 be emailing 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 reason 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 to not 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.

- Moodle is a program that will be used on the iPad in some classrooms. Each student will have a Moodle log-in and password.
- When students travel from class to class, school to home, etc., students must have the iPad in the hard protective case provided (Beetle case or carrying 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 that 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 may 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, etc. They should be kept safely in the student's locker.
- The iPads should only use English settings.

## **Transportation**

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### **Alternative Transportation**

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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.

### **Arrival and Departure**

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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. At that time, students will be dismissed to their classrooms.

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 3:15 p.m. will be sent to the age-appropriate late stay room. If a student is not in the late stay room after 3:20 p.m. for any reason not approved by the principal, he will be subject to discipline. Child care is available from 3:15 p.m. to 5:30 p.m. for a fee. Students not picked up by 3:30 p.m. will automatically incur late stay fees. These will be billed from the business office on a monthly basis.

### Automobiles and Motorcycles

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

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 on or park on school property.

### Carpool

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Carpools are available. Those interested in finding a carpool may contact the school office. A sign-up sheet will also be available at Parent Orientation.

### Inclement Weather Inside Dismissal

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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 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, an email from the school will be sent to parents.

### Student Drivers

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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.

All student drivers should fill out a Student Registration Form and turn it in to the office.

### **Volunteers**

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In order to better serve the teacher and to make effective use of time, the school offers a parent assistant program. Interested parents are requested to make their availability known to the school office. They

will be assigned to specific requested duties in order to aid the teacher and students as needed and/or as desired.

**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. You will be 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.

**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.