



# **Coastal Christian High School Parent/Student Handbook**

(Updated for the 2024-25 School Year)



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## WELCOME TO COASTAL CHRISTIAN HIGH SCHOOL

### WELCOME FROM THE BOARD

We want to thank you for choosing Coastal Christian High School for your child's education and enrichment. As a board, we are committed to the overall spiritual, academic, emotional, and physical development of your child, as he or she becomes a good citizen of our community, our country, and the world. We believe that God has given us a clear vision to have a school like CCHS to meet a vital need in the Wilmington community. Our desire is that Coastal Christian High School will become an asset to your home and the surrounding areas. We invite your participation in all our planned school functions throughout the year, and we look forward to the opportunity to get to know you better. May God richly bless you as you allow us to invest in one of your greatest stewardships, your beloved son or daughter.

Yours for a Christ-centered education,

Coastal Christian High School Board of Governors

## CCHS ADMINISTRATIVE STAFF AND FACULTY

### *Administrative Team*

#### **Mr. Kevin Culotta**

Dr. Josh Lawrence  
Mrs. Lynette Cottle  
Mrs. Kelly Lecci  
Mrs. Emily Whitfield  
Mrs. Lisa Edwards  
Ms. Nichole Siemering  
Mr. Chris Kuhne  
Mrs. Cindy Kuhne  
Mrs. Montica Miller  
Mr. Brandon Easler

#### **Head of School**

**Dean of Students;** Dept Head (History & Bible)  
Dept Head (Math & Science)  
Dept Head (English & Foreign Languages)  
Fine Arts Director/Dept Head (Performing & Visual Arts)  
Admissions Director  
Director of Counseling  
Campus Director  
Business Manager  
Records Manager  
Athletic Director

### *Faculty*

#### **English Department**

Cassidy Davies  
Kelly Lecci  
Heather Sznurkowski

#### **History Department**

Brigitta Wright  
Brian Kurtz  
Melissa Matthews

#### **Math Department**

Rick Ritter  
Lynette Cottle  
Jennifer Fennell  
Sarah Gonka

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Heather Hughes  
Steve Morgan

#### **PE/Health Department**

Amy Tucker-Morgan  
Emily Whitfield  
Maya Baxter  
Savannah Holland  
Lauren Reagan

## INTRODUCTION TO CCHS

### MISSION

The mission of Coastal Christian High School is to provide excellence in academics, fine arts, and athletics while instilling biblical truth in the hearts and minds of its students.

### VISION

The vision of Coastal Christian High School is to glorify God by providing a high school that challenges students to achieve educational excellence grounded in biblical truth while inspiring them to walk with *strength* and *honor* as they seek to discover God's plan for their lives.

The desire of the Board, administration, and teaching staff is that each student would:

- exhibit a life of "strength and honor" for the glory of their Lord Jesus Christ.
- demonstrate genuine faith and strong self-discipline, enabled by the saving work of Jesus Christ, in all they do so that they will bravely and confidently stand against the wiles of the devil and having done all to stand.

### CORE VALUES

- Children, along with all humanity, bear the image of their Creator and possess intrinsic value and abilities unique to their creation.
- Mankind's relationship to his Creator precedes success or failure in life.
- The most reliable and trusted revelation of the one true God is found in the Holy Scriptures recognized by both Jewish and Christian followers.
- The role of education rests primarily on the parent and has been mandated, as such, by Creator-God (Deuteronomy 6: 4-9).
- The most reliable education is one that emphasizes a biblical worldview in all subject areas and activities.

### PHILOSOPHY OF EDUCATION

True knowledge that is lasting and valuable begins with a right relationship with the living God as stated in Proverbs 1:7, "*The fear of the Lord is the beginning of knowledge, but fools despise wisdom and instruction.*" As a Christian school, we are committed to the following:

- All existence is a product of purposeful, intelligent design by our Creator-God, and by Him all things consist.
- An individual's relationship with our Creator-God will always precede success or failure in life.
- The primary means of knowing this one, true God is found in the pages of the Holy Scriptures, and therefore, hold final authority in issues regarding life and godliness.
- All truth is God's truth. To know God and His word as revealed through scripture and the person of Jesus Christ is to know truth.

Based on these principles, CCHS recognizes that God has ordained that the parent be the primary educator of the child, therefore the school will act in *partnership* with the parent in the educational process. The foundation for successful education, fine arts, character-building athletics, etc. begins with an accurate understanding of God as initially instilled by the parent and reinforced by the local church. While some parents have chosen to take on this responsibility personally through home schooling, others recognize a need for greater assistance in the task of educating their son or daughter, especially in a highly competitive academic market. Coastal Christian High School seeks to fulfill that need by providing excellence in academics, fine arts, and athletics while instilling a biblical worldview.

### STATEMENT OF PURPOSE

Coastal Christian High School is a Christian inter-denominational, college-preparatory, co-educational institution with an emphasis on the historic, biblical, Christian faith.

## EXPECTED STUDENT OUTCOMES

The CCHS Board and Teaching Faculty have identified the following academic, social, and spiritual benchmarks or expected outcomes desired for each student who participates in the educational program at CCHS.

### *Spiritual Outcomes*

Students who graduate from CCHS should be students who:

1. Understand and grow in their personal relationship with Jesus Christ
2. Know, understand, and apply God's Word as the final authority in their daily life
3. Can articulate and defend their biblical worldview in humility and love, while understanding the opposing worldviews

### *Academic Outcomes*

Students who graduate from CCHS should be students who are proficient in all academic disciplines and who:

1. View math and science as a reflection of God's order and design
2. Demonstrate an appreciation for literature and the arts
3. Express a critical appreciation of languages and cultures, both past and present
4. Utilize resources to evaluate information to participate in lifelong learning

### *Social Outcomes*

Students who graduate from CCHS should be students who:

1. Practice justice, mercy, and peacemaking in family and society (Micah 6:8)
2. Demonstrate an understanding that work has dignity and reflects the nature of God
3. Engage in appropriate community service and civil political responsibilities

### *Physical Outcomes*

Students who graduate from CCHS should be students who:

1. Pursue physical fitness and nutritional health (1 Corinthians 3:16-17)
2. Pursue biblical purity

## STATEMENT OF FAITH

As Board and Staff members of CCHS we believe...

- the Bible is the inspired, authoritative Word of God, and every word is true (II Timothy 3:16).
- there is one God, Creator of all things, evident in the Trinity (Father, Son, and Holy Spirit) who is omnipotent, omniscient, and omnipresent (Deuteronomy 6:4; Genesis 1:1; I John 5:7).
- the deity of our Lord Jesus Christ is affirmed through His virgin birth, His sinless life, His miracles, His atoning death through His shed blood, His bodily resurrection, His ascension to the right hand of the Father, and in His personal, imminent return in power and glory (John 10:30; Matthew 1:18; Hebrews 4:15; John 10:32; Romans 3:25; Matthew 28:6; Romans 8:34; Luke 21:27).
- the Holy Spirit empowers us to live a godly life (Galatians 5:16).
- that salvation is by grace, through faith alone (Ephesians 2:8).

CCHS Board, Administration and faculty also ascribe to the **Statement of Faith of the Association of Christian Schools International** (ACSI). Go to [www.acsi.org](http://www.acsi.org) for a copy of their Statement of Faith.

## SCHOOL SCRIPTURE

The Board of Coastal Christian High School, in view of the spiritual war waged on our culture and its Christian youth, has adopted the following directives from the Apostle Paul.

*“Finally, my brethren, be strong in the Lord and in the power of His might. Put on the whole armor of God, that you may be able to stand against the wiles of the devil. For we do not wrestle against flesh and blood, but against principalities, against powers, against the rulers of the darkness of this age, against spiritual hosts of wickedness in the heavenly places. Therefore take up the whole armor of God, that you may be able to withstand in the evil day, and having done all, to stand.”*

Ephesians 6:10-13

## HISTORY

CCHS began as a vision of some families in the Wilmington area who had invested in Christian education on the elementary and middle school level but were limited in high school options. Coastal Christian High School was conceived after much prayer and sound counsel. A board was formed, and CCHS was incorporated in 2005. This initial board began investigating other Christian and private schools to prepare for the creation of a Christian, college-preparatory high school. After much preparation, prayer, and miraculous provision, Coastal Christian High School opened its doors in the fall of 2006 with 38 students (grades 9-11) and nine teaching staff members. In November of 2012, Coastal Christian High School finished construction on Phase 1 of our permanent home. CCHS is now located at 1150 The King’s Highway behind the Monkey Junction Post Office. Since that first day, CCHS has grown to sustain a community of roughly 300 students (grade 9-12), approximately 40 teachers and staff, and is accredited by the Association of Christian Schools International (ACSI) and Cognia.

## SCHOOL IDENTITY

### *CCHS Colors*

**Red:** A reminder of the precious blood of Christ shed for the remission of sins to all who believe.

**White:** A reminder of the purity now enjoyed by those who have embraced Christ’s redemptive sacrifice.

**Black:** A reminder of the former darkness that Christians have been called out of and commanded to throw off and replace with the “armor of light.” (See Romans 13:12-14; Ephesians 5:8; 1 Thessalonians 5: 4-10)

**Silver:** As a reminder of the Bible’s command to seek God’s wisdom like precious silver. (See Proverbs 2)

### *CCHS’ Hymn*

*Hard Fighting Soldier* by Kyle Phillips

### *CCHS’ Mascot*

**The Centurion** A centurion (Latin: *centurio*; Greek: *hekatontarchos*) was a professional officer of the Roman army. The Roman centurion was considered the “best of the best.” The centurion was the strongest fighting soldier whose sword would often be the first to touch the sword of the enemy. Each centurion lived by the code of “Strength and Honor” for their beloved Rome and their Emperor, whom they declared as their “Lord.”

There were at least six references in the New Testament to centurions (Read Matthew 8, 27; Mark 15; Acts 10, 22, 24, 27, 28). In Matthew 8:5-13, the Lord Jesus commends one such centurion who demonstrated a clear understanding of faith, “*When Jesus heard it, He marveled, and said to those who followed, ‘Assuredly, I say to you, I have not found such great faith, not even in Israel!’*”

## ADMISSIONS POLICIES AND PRACTICES

### NON-DISCRIMINATORY STATEMENT

*Coastal Christian High School admits students of any race, color, national origin, or ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national origin, or ethnic origin in administration of its educational policies, admissions policies, financial assistance programs, athletics or other school-administered programs.*

### ACCEPTANCE

Because CCHS has been founded as a college preparatory school, a Stanine score of 4 or higher on a nationally recognized standardized achievement test (i.e. Stanford 10, Iowa Test of Basic Skills, California Achievement Test, etc.) or a score of III or higher on the NC EOG testing is expected for admission. Additionally, students must:

- complete the application process to be eligible for enrollment.
- have demonstrated achievement for grade level.
- exhibit a desire to grow in a relationship with Jesus Christ.
- have one parent that has professed faith in Jesus Christ and is actively involved in a local church.
- agree to support the CCHS Statement of Faith.

The CCHS Board would like to be able to accept students of all ability levels, but believes it is unethical to accept tuition from families whose students need a level of individual assistance that CCHS is not able to provide.

### ENROLLMENT LIMITATIONS

While it is our desire to meet the need of every student, CCHS cannot provide enrollment to students whose special education, behavioral, or physical needs exceed our existing programs, services, and staff capabilities. A student may be ineligible for enrollment based on achievement and/or individual learning styles but will be assessed on an individual basis. Because CCHS is a private school, compliance with IEP's issued by the public school system is not required. Students with a Stanine score of 3 or below would not be considered for admission due to CCHS' inability to meet their cognitive level.

### DISCIPLINARY EXCLUSIONS

CCHS does not enroll students who have been dismissed from other schools or who have been in serious disciplinary trouble in a former school. CCHS students who have had disciplinary issues and are applying for re-enrollment may be required to follow the interview process for re-admission.

### INFECTIOUS DISEASE POLICY

Any child who is diagnosed as a carrier of a "communicable" disease is not allowed to become or remain a student at Coastal Christian High School. Once the school has written verification from a licensed physician that the infected child has become "disease free," he or she may be considered for enrollment or re-enrollment at CCHS. Coastal Christian High School believes that these measures serve to protect the students and staff and minimize the further spread of diseases.

### NEW STUDENT ADMISSION

All admissions applications are processed online. New student applications will be available at the beginning of January for the following school year. Applications are available at [www.coastalchristian.net](http://www.coastalchristian.net).

### SIBLING ADMISSION

All new students must complete the standard required enrollment process, even if a sibling attends CCHS. Siblings of current students will be given first consideration during new enrollment period but are still required to go through the interview process along with all new students.

## ADMISSIONS PROCESS

CCHS requires that a Student Application be submitted with the following documents and supplemental admissions forms. *Please note that failure to provide any of the above items will delay or prevent possible admission into Coastal Christian High School.*

- **Academic Records**
  - CCHS Admission must receive a current report card or transcript, nationally normed achievement test scores (i.e. Stanford, Iowa, CAT, Terra Nova, ACT, PSAT, or SAT), a copy of IEP or 504 plans (if applicable), and/or any psychological testing results (if applicable). A digital Transcript Request form must be signed by the parent for submission to the previous school.
- **Discipline Records**

In addition to academic records, CCHS also requires any discipline records from previous schools attended.
- **Reference Forms**

Prospective students are required to provide the following email addresses to the individual who best satisfies the following criteria as part of their online application:

  - **Student Academic Reference:** Completed by a *current* CORE Math or Reading/English teacher.
  - **Character Reference:** Completed by any current school staff (This can be a non-core teacher or a staff member in a non-teaching role (i.e. coach, librarian, art teacher, etc.).
  - **Spiritual Life Reference:** Completed by a Pastor, Youth Pastor, small group leader, or Bible study leader. A schoolteacher may not complete this.
- **Immunization Records**

Immunizations must be up-to-date according to North Carolina law. A physician, health clinic or local health department administering required vaccines must give a *Certificate of Immunization* to the person who presented the child for immunization. Immunization requirements can be found at the following website: <http://www.immunizenc.com/>. The certificate/record must include the following information:

  - Name, sex, and date of birth
  - Name and address of parent or guardian
  - Number of vaccine doses given
  - Date vaccines were given (month and year is acceptable for out-of-state transfer students)
  - Signature of physician or health department stamp
- **Application Fee**

This is a non-refundable online fee and does not guarantee acceptance into Coastal Christian High School.

### *Admissions Interview*

Once all the admissions documents and reference forms are received, the CCHS admissions office will be in contact with the applicant. If determined, an admissions interview will be conducted by a CCHS administrator or faculty member and includes the applicant and at least one parent. Once the interview has been conducted, the admissions office will make a final determination and inform the applicant in writing of the final admissions decision. CCHS may deny admission for any reason, stated or unstated.

### *International Records Processing Fee*

A fee of \$350 will be charged for processing records from international schools. This fee will be applied per school, per family and will only apply where high school graduation credits are expected to transfer to CCHS.

## WAITING POOL

If a grade level is full, a prospective student will be placed in a waiting pool. Parents will be notified when space is available. Acceptance is not based on a first-come, first-served policy. Acceptance is based upon student academic needs, boy/girl ratio, and the Admissions Team's recommendation.

## ANNUAL REENROLLMENT

Students attending Coastal Christian High School will be given the opportunity to re-enroll through FACTS/SIS Family Portal in mid-January. After a one-month re-enrollment period for current students, enrollment will be open to other

applicants. There is an online Resource Fee due at the time of re-enrollment. Any registered students who have not re-enrolled after the one-month re-enrollment period cannot be guaranteed placement in CCHS for the following school year. Parents/guardians who complete the re-enrollment after the re-enrollment period will also be charged an Application Fee in addition to the Re-enrollment Fee.

### **WITHDRAWAL POLICY**

A student is not considered withdrawn until the school office has received the CCHS Withdrawal Form, or in the case of dismissal, notification by the Head of School. Unless a child has been officially withdrawn from the school, the parent or legal guardian will still be liable for any charges accrued. The first two (2) tuition installments (June and July payments) are non-refundable if a student withdraws before the start of the fall school term.

There are no partial refunds if a student is withdrawn during a given month. Parents who have paid in full and wish to withdraw their child during the year will have the remaining full months of tuition refunded.

## FINANCIAL POLICIES AND PRACTICES

### TUITION

Coastal Christian High School is a 501(c)(3) non-profit ministry. As such we depend upon the faithful commitment of our parents to meet their financial obligation (tuition and fees) for the educational services being rendered. Tuition and Fee Schedules can be found on the school website, [www.coastalchristian.net](http://www.coastalchristian.net). The CCHS Board and Administration strive to be good stewards of the financial resources that are entrusted to this ministry. Please refer any concerns regarding tuition or fee payments to the business office.

#### *Tuition Payment Plans*

All families will be expected to make tuition payments according to one of the following payment plans with FACTS Tuition Management Plan. Each family's preferred manner of payment must be submitted each year at the time of student registration. Options for payment will include:

- **Full Payment Plan:** Under this plan, the entire amount of tuition is paid in June through FACTS Tuition Management Plan.
- **Monthly Payment Plan:** Under this plan, the entire amount of tuition is paid monthly over a twelve (12) month period beginning in June through the FACTS Tuition Management Plan. This plan is an automatic payment (ACH) plan made through your checking or savings account. Those choosing this plan will complete enrollment online and authorize the automatic monthly payments on either the 5<sup>th</sup> or the 20<sup>th</sup> of each month. There is a fee associated with this service that will be charged with the June (or first) tuition payment.
- **All other fees** will be billed and paid directly with FACTS Tuition Management via incidental billing.

### LATE REGISTRATION

Families registering after June 1<sup>st</sup> will be expected to fulfill their tuition obligation according to the tuition policy stated above. Tuition for students registering on or after the first day of school shall be prorated. Monthly payment plans will be adjusted to the number or remaining months up to May 20<sup>th</sup>.

### LATE PAYMENT

It shall be the responsibility of each school family to keep the business office informed of their need to make any changes in their preferred tuition payment plan or adjustments in the amount of tuition expected to be paid. Without such information, the following policy will apply when tuition payments are received late.

**Late on Full Payment/Monthly Payment Plan:** If the party financially responsible misses a monthly payment due to insufficient funds the account will be assessed a \$30.00 missed payment fee by FACTS and may incur a fee from their own financial institution. The missed payment will be reattempted by FACTS within 15 days. If a second attempt fails, there will be an additional \$30.00 assessed to the financially responsible party. The missed payment will be reattempted a 3rd time if needed. After the third failed attempt, the account will be placed on hold and the business office will be contacted. Repayment arrangements will be made between FACTS, the CCHS business office, and the financially responsible party. Unresolved debt will be handled according to the "Delinquency" policy stated below. **In addition**, if the party financially responsible has missed two consecutive monthly payments and have not made suitable arrangements within fourteen (14) calendar days of the second missed payment, they will be informed that their child(ren) will not be readmitted to school according to the specifications of the DELINQUENCY POLICY below.

### TUITION ASSISTANCE

A limited amount of tuition assistance is available for CCHS families experiencing economic difficulties. Normally, requests for such assistance should be made at the time of registration. However, since such circumstances are unpredictable, families should not hesitate to inform the business office if a need arises during the year. For the sake of family security and peace of mind, and for the general financial stability of the school, parents or guardians are

encouraged to contact the business office as soon as possible when they are experiencing economic difficulties. Although cash contributions are the norm, other equitable arrangements are possible to enable school families to fulfill their commitment of financial support for our school.

**CCHS Financial Assistance Fund:** Parents needing financial assistance may apply for financial aid online at [www.factsmgt.com](http://www.factsmgt.com) via the Family Portal login. Once signed in, the FACTS Grant and Aid application link is under the Financial tab and can be completed online. All Financial assistance requests must be completed by April 1<sup>st</sup> for the following school term. The Financial Assistance Committee will make determination of assistance before June, and applicants will be informed of their financial assistance status.

CCHS also accepts the North Carolina Opportunity Scholarship.

## TUITION DISCOUNTS

Coastal Christian High School offers some specific discounts but does not combine any discounts. CCHS applies the greater discount to the total tuition amount.

- For families who have multiple children enrolled at CCHS, a 10% progressive discount is applied according to the following schedule: the oldest child is charged full tuition; the second child receives a 10% discount; the third child receives a 20% discount; the fourth child receives a 30% discount.
- There is a 10% discount available to children whose parents are employed in full-time pastoral ministries. Multiple discounts will not be applicable.
- Discounts do not apply to any school related fees.

## TUITION DELINQUENCY

School families failing to pay tuition or who have been unwilling to make suitable arrangements with CCHS, will be informed that their child(ren) will not be readmitted to CCHS. All families must be current in their payment of tuition or be liable for the following consequences.

- If FACTS is unable to collect tuition on a scheduled date, a late payment fee will be charged to your account by FACTS in accordance with your payment agreement.
- Accounts must be current at the end of each nine-week grading period. Report cards will not be issued, nor will transcripts be released if an account is not current for tuition, fees, lunch charges, or book fines.
- If an account becomes one (1) installment past due, the business office will send a letter notifying the family of the account status and informing them that failure to bring the account current may result in the student's withdrawal from CCHS.
- If an account becomes two (2) installments past due, the business office will send a letter notifying the family that the student(s) will be withdrawn from CCHS in 10 days unless payment or payment arrangements have been made. Any request for special payment arrangements must be submitted in writing and approved by administration prior to the designated withdrawal date.

**All previously unpaid tuition must be paid by August 1** if a student is to be readmitted on the first day of class for a new school year. Payments are to be made directly to CCHS. If payment is not possible, suitable arrangements must be made with administration.

## TUITION AND FEES REIMBURSEMENT

Tuition is calculated based on the entire year; therefore, no reduction can be made for vacations or school holidays. Tuition is not based upon daily attendance. Should a student transfer before the end of the school year, the parents are responsible for the monthly installments through the current month enrolled. Fees, discounts, and incidental charges are neither prorated nor refundable and cannot be allocated to the accounts of siblings.

## REFUND POLICY

Application, Registration, and Resource fees are **NON-REFUNDABLE**. The first two (2) tuition installments are **NON-REFUNDABLE** if a student withdraws at any time. Also, if a student withdraws during the school year, **NO REFUND** is given for the month of withdrawal. If tuition has been paid in full, a refund will be given for the remainder of the year beginning after the first of the next month and will not include any discounts for any remaining amount of the Resource Fee if parent elected to include the Resource Fee in the tuition payment plan.

## STANDARD FEES

**Application Fee:** An application fee of \$125 is submitted online at the time the application, and it is non-refundable.

**Resource Fee: A fee of \$385 is due and will be collected by FACTS Tuition.** This fee covers textbooks, certain student supplies, and classroom teaching supplements. This fee does not cover consumable books that the student will retain at the end of the year. Re-enrollment fees are due by the February 15 re-enrollment deadline. **If a student withdraws prior to the start of the year, he/she must forfeit any books or supplies covered by the resource fee.**

**New Family Fee:** This \$300 is a one-time expense. If desired, this fee may be deferred until September 1. This fee is used for capital improvement needs such as painting, replacement of carpet, repairs to classrooms, restrooms, landscaping, etc. Parents enrolling during second semester will pay this fee 30 days after enrollment.

## ADDITIONAL FEES

**AP Testing Fee:** Students enrolled in any Advanced Placement (AP) class (i.e. AP U.S. History) will be expected to take the AP Exam offered by the College Board every May. The cost of EACH exam is set by the College Board and is passed on to the participating student. This exam fee is due by May 1 before the student can take the exam.

**Athletic Participation Fee:** Each student participating in a CCHS athletic team will be assessed the Athletic fee of \$150 per sport. This fee helps defer the cost of athletics (i.e. game officials, equipment, transportation, uniforms, etc.) and is non-refundable.

**Insufficient Funds Fee (Check return):** If a check issued by the parent/guardian is returned to the school due to insufficient funds, a \$25 fee will be charged to the parent by CCHS. The parent may incur additional fees from their bank or vendor (i.e. FACTS) as well.

**Fine Arts Fees:** Students participating in fine arts classes/activities may incur additional costs associated with their involvement.

## OPERATIONAL PRACTICES

### CALENDAR

A copy of our current school calendar is located on school website. ([www.coastalchristian.net](http://www.coastalchristian.net)) and is available from the school office. Please refer to the CCHS calendar for school holidays, half-days, and teacher workdays. CCHS does NOT follow New Hanover County Public School schedules for closings such as teacher workdays and selected holidays.

### CAMPUS HOURS

Class schedule begins at **8:25 AM** and ends at **3:30 PM on M, W, Th and F. On Tuesdays, classes end at 1:55 with tutoring opportunities available until 2:45.** School facilities will be open at 7:45 AM for student arrival. Students are to gather in the multi-purpose room before the first bell (8:25 AM). The facilities will officially close by 4:00 PM, although the building may remain unlocked due to scheduled athletic and/or fine arts events (i.e. practices, performances, games), and/or scheduled conferences with a faculty member. School office hours are 8:00 AM to 4:00 PM.

### CLOSING INFORMATION

Generally, CCHS will follow New Hanover County Public School delays, closings, and early dismissals due to inclement weather. **However, CCHS will make decisions independently about when to resume school.** If inclement weather necessitates an administrative decision to close school before the end of a regular class day, the following procedure will be used:

1. Faculty will be notified immediately
2. Families and Staff will be emailed and texted at the parent and student numbers on record
3. Student drivers will be dismissed and non-driving students will be allowed to contact parents to make travel arrangements

Parents may arrange for an alternate pick up of their child by contacting the school office.

### COMMUNICATION

Calls to students during school hours should be limited to urgent or emergency messages only. Parents are discouraged from leaving urgent or emergency messages on the CCHS voice mail.

#### *Family Portal*

Parents and students are to use FACTS Family Portal to access the key school dates, applicable grades, homework dates, attendance report, discipline report, faculty e-mail, and school directory. Family Portal access will be given to all current CCHS families through the school office. Please be sure to keep all email addresses, phone numbers, and mailing address up-to-date in FACTS/SIS in order to receive school communications. All families are encouraged to check email daily, as this is our primary source of communication.

### ELECTRONIC DEVICE USAGE

#### *Student Cell Phones*

Students are prohibited from using cell phones, smart watches, or headphones on campus during the school day without permission. These devices should remain in the student's car or locker until the end of the school day.

Students who possess any of these devices during the school day without permission will have their device taken and turned over to the administration. The device may be collected at the end of the school day by the respective parent/guardian or it will be returned to the student at the end of the following school day.

*Parents may contact the office to relay messages to their child. Parents are asked to refrain from contacting their child via text during the school day.*

#### *Receiving & Returning your Chromebook*

Students will receive their assigned Chromebooks and charger at a designated time and location set by administration. The student will use and maintain their assigned Chromebook for the entire school year. The student and a parent must sign the Chromebook Agreement at the time they receive their Chromebook and charger.

At the end of the school year, students will turn in their Chromebooks and original chargers. Failure to turn in your designated Chromebook and original charger will result in the student being charged the full replacement cost.

Students that transfer out of or withdraw from CCHS must turn in their Chromebook and original charger to the front office on their last day of attendance. Failure to turn in the Chromebook will result in the student being charged the full replacement cost.

### *Taking Care of Your Chromebook*

Students are responsible for the general care of the Chromebook they have been issued by the school. Chromebooks that are broken or fail to work properly must be taken to the office as soon as possible so that they can be taken care of properly. School owned Chromebooks should never be taken to an outside computer service for any type of repairs or maintenance. Additionally, students and parents should not try to repair the Chromebook themselves. It is highly recommended that students never leave their Chromebooks unattended except in their hallway locker. Here are some general use precautions.

- No food or drink should be next to Chromebooks.
- Cords, cables, and removable storage devices must be inserted carefully into Chromebooks.
- Chromebooks should not be used or stored near pets.
- Chromebooks should not be used with the power cord plugged in when the cord may be a tripping hazard.
- Chromebooks must remain free of any writing, drawing, stickers, and labels except for barcodes and ID labels provided by the IT department or school.
- Heavy objects should never be placed on top of Chromebooks.
- Always transport Chromebooks with care. Failure to do so may result in disciplinary action.
- Never lift Chromebooks by the screen.
- Never carry Chromebooks with the screen open.
- The Chromebook screen can be damaged if subjected to heavy objects, rough treatment, some cleaning solvents, and other liquids.
- Do not put pressure on the top of a Chromebook when it is closed.
- Do not store a Chromebook with the screen open.
- Make sure there is nothing on the keyboard before closing the lid (e.g. pens, pencils, headphones ).
- Only clean the screen with a soft, dry microfiber cloth or anti-static cloth.
- All Chromebooks will be labeled with an asset tag. Asset tags may not be modified or tampered with in any way.
- Students may be charged up to the full replacement cost of a Chromebook for tampering with an asset tag or turning in a Chromebook without an asset tag.

All Chromebooks in need of repair must be brought to the Front Office as soon as possible. The Technology Staff will analyze and fix the problems if they can. The parent will be invoiced for any replacement parts and repairs. If repair is not feasible, the parent will be charged the full replacement value of the Chromebook. (\$300 for a Chromebook replacement / \$25 for charger replacement).

### *Using Your Chromebook at School*

Students are expected to bring a fully charged Chromebook to school every day and bring their Chromebooks to all classes unless specifically advised not to do so by their teacher. If a student does not bring their Chromebook to school, then each teacher may have consequences for the student not being prepared.

Chromebooks must be brought to school each day with a full charge. Students should charge their Chromebooks at home overnight each day. Students who do not charge their Chromebooks may face consequences from each teacher for a lack of preparedness. On a limited basis, chargers will be available from the front office as loaners for just that day (a cell phone or car keys must be left as collateral for a charger taken on loan). Loaner chargers must be returned by the end of the school day.

Dual-Enrolled / CFCC Students must use only their school issued Chromebook for CFCC work while on campus. At home, they may use any personal device for doing their CFCC course work.

### *Using Your Chromebook Outside of School*

Students are encouraged to use their Chromebooks to do their CCHS class work at home and other locations outside of school. A WiFi Internet connection will be required for the majority of Chromebook use, however, some applications can be used while not connected to the Internet. Students are expected to comply with the Electronic Devices and Internet

Policy, Parent-Student Handbook, acceptable use agreement, and all other guidelines in this document wherever they use their Chromebooks. Students may set up their home printers to print from their Chromebooks at home. Information about printing can be obtained here: <https://support.google.com/chromebook/answer/7225252>

## COMPUTER USE AND INTERNET ACCESS POLICY

### *General Application*

All provisions of the Computer Use and Internet Access Policy apply to the use of any CCHS school computer facilities, equipment and software by school employees, students, members of the community or others. The CCHS computer facilities, equipment and software should be used for authorized educational purposes only.

### *Individual Responsibility*

Access to computers and the Internet is a privilege granted by CCHS. The privilege may be suspended if it is abused in any way. All computer and internet users are expected to use the machines, facilities, and internet access in a responsible manner for educational purposes only. All school-issued computers are monitored by Go Guardian software and school administration.

### *Copyright Notice*

*It is generally illegal to copy any software that has a copyright. Exceptions may be noted in the Copyright Notice that accompanies some programs. The use of illegally copied software is considered a criminal offense and is subject to criminal prosecution. Users of CCHS equipment and programs must comply with all legal rules and restrictions.*

### *Chromebook Usage*

*General school rules and policies apply to all computer use and activities. A computer user must:*

- never use CCHS computer resources for any purpose other than authorized educational work.
- never seek to discover or use another person's password or account or authorize anyone but a faculty or staff member to use his/her name or files at any location and for any reason. accept responsibility for all his/her own computer accounts.
- never download or install programs or alter any computer configurations without permission from a faculty member.
- never intentionally write, produce, generate, copy, propagate or attempt to introduce any computer code designed to replicate, damage, or otherwise hinder the performance of any computer's memory, file system, or software.
- never have direct access to administrative options on the network.
- never tamper with terminals, microcomputers, printers, or other associated equipment except as directed by the instructor.
- never copy, change, or transfer any software or files provided by CCHS teachers, staff, or students without permission from the supervising teacher.
- never violate copyright or general laws in any form, use unauthorized copies of programs or make illegal copies of any legally protected materials.
- never intentionally damage or misuse any computer related equipment, program, system, or work generated by another person.

### *Internet Access*

CCHS provides student and staff access to computers and the Internet because electronic information can contribute valuable resources for learning and communicating with others. Because internet information is uncensored, CCHS cannot make any guarantees regarding the benefit, reliability, or acceptability of all internet material. However, the educational advantage of having vast amounts of applicable research information instantly available for learning purposes makes internet accessibility a required component of modern educational systems.

### *Internet Use*

*General school rules and policies apply to all internet use and activities. An internet user must never:*

- use the internet for any illegal, commercial, immoral, offensive, or threatening purpose. This includes all written and visual material.

- reveal personal address or phone numbers (students only).
- access any website containing sensitive material without written permission and appropriate notification arrangements made by the supervising instructor.
- access his/her or anyone else's personal e-mail, folders, files, or general programs, games, chat lines, or social networking sites without teacher permission.
- use inappropriate language.
- access any website that involves pornography, gratuitous violence, obscenity, or anarchist behavior.
- use any information from internet research without giving proper credit to the source.

## LOCKERS

**One locker will be assigned to each student.** Lockers may only have non-glue stickers or magnetic picture frames, etc. on the inside. Students are expected to take reasonable care of their locker. No open containers of food or drinks are allowed to be stored in the lockers. Students should not store any books or personal items in the hallways outside of the lockers.

Students are responsible for cleaning out their own locker at the end of the year—failure to properly maintain a locker may result in a \$20 clean-out fine to be charged to the parent/guardian.

*School administration retains the right of access to all lockers at any time for any reason. Periodic locker inspection may be held at any time. (See SEARCH AND SEIZURE POLICY)*

## LOST AND FOUND

Students are encouraged to have all personal belongings labeled. If an item is lost or misplaced, students are to check the Lost and Found in the respective locker rooms. *Unclaimed items may be donated to charity without warning.*

## LUNCH PROGRAM

Lunch may be purchased weekly from school-arranged vendors, or students may bring lunch from home. A schedule is available at [MyHotLunchbox.com](http://MyHotLunchbox.com) for daily lunch selections. Weekly lunch orders are submitted through My Hot Lunchbox. *Refunds cannot be given if a student is absent on a day when they have ordered lunch.* Vending machines for snack items and drinks are also available in the multipurpose room.

*“A wise man will hear, and will increase learning; and a man of understanding shall attain unto wise counsels, to understand a proverb, and the interpretation; the words of the wise, and their dark sayings... fools hate knowledge.”*

Proverbs 1:5 - 6, 7b

## **COURSES OF STUDY**

### *College Preparatory Courses*

This level of study is designed to provide students with the academic level of mastery and the necessary skills needed for admission into a two to four-year college setting. The CCHS graduation requirement at this level meets and exceeds the minimum state requirement for completion.

### *Honors Courses*

This level of study is designed to provide a more academically rigorous level of study for students who are highly motivated learners. This level of study is preferable to students who desire to pursue entrance into a more academically selective four-year college or university. This level of study requires a greater amount of outside preparation, as well as refined independent study skills.

### *Advanced Placement (AP) Courses*

The AP courses offered at CCHS meet the rigorous standards set by a vast number of college and university faculty represented in the College Board. The College Board directs the curricular requirements and pace of study. All AP courses are designed for students who wish to study at a college level (above average). Upon completion of each individual AP course, the student is expected to participate in the national AP Exam given by the College Board. Many colleges or universities have agreed to grant advanced credit for those students who score a 3, 4, or 5 on each exam, however college credit is at the discretion of the institution. Students who do not take the AP Exam will receive an honors credit rather than AP (See GPA Calculation). There is an additional cost to this course for additional study tools and for the expense of each exam (see ADDITIONAL FEES). This is an extremely rigorous track and both parent and student must evaluate the time investment needed to succeed in this track. A greater amount of outside preparation is required as well as strong study skills. Students who demonstrate strong academic ability and are eager to pursue more competitive colleges and universities are encouraged to consider AP level of study.

### *Course Catalogue*

A course catalogue that describes all courses offered at CCHS, including any applicable prerequisite, is available online at [www.coastalchristian.net](http://www.coastalchristian.net) under “Academics.” You may also request a printed copy from the administrative office. Course selection for the upcoming year is completed upon reenrollment.

### *Class Change*

Courses may be dropped or added during the first ten (10) days of school with administrative approval or upon teacher recommendation.

## **GRADING POLICY**

Each teacher will provide a way to objectively assess the student’s level of learning mastery. These evaluations will come in many forms that are either formative or summative. Graded assignments may include daily class work, homework, class participation, minor and major projects, quizzes, tests, and exams. Quarterly report card grades will not exceed 100 points. All CCHS teachers will use the grading scale below, and the report card grade calculations that follow:

<b>Letter Grade</b>	<b>All Course Levels</b>
A	90-100
B	80-89
C	70-79
D	60-69
F	59 -0

### Quarterly Grades\*

- Tests and Major Projects (40-60%)
- Quizzes and Minor Projects (25-40%)
- Daily Assignments, Homework, Class Participation (15-30%)

### Semester Grades

- Quarter 1 (40%) + Quarter 2 (40%) + Sem. 1 Exam (20%) = Semester 1 grade
- Quarter 3 (40%) + Quarter 4 (40%) + Sem. 2 Exam (20%) = Semester 2 grade
- For courses with no exams, each quarter is 50% of the Semester.

### Final Grades

Semester 1 grade	(50%)
Semester 2 grade	(50%)

## GPA CALCULATION/RANKING

A grade point average is calculated by taking the sum of the number of points assigned to each letter grade and dividing the sum by the number of courses. CCHS uses the scale approved by the NCDPI (North Carolina Dept. of Public Instruction). The following table shows the point scales used.

Letter Grade	Standard College Prep	Honors	AP/Dual Enrollment
A	4.0	4.5	5.0
B	3.0	3.5	4.0
C	2.0	2.5	3.0
D	1.0	1.5	2.0
F	0	0	0

CCHS does not rank classes. Valedictorian and Salutatorian are the only designated ranks.

## CLASS TIME REQUIREMENTS

The Department of Non-Public Education (DNPE) requires that a student must be in attendance of school for a minimum of four (4) hours each day to be counted as “present.” Classes meet for a total of thirty-six (36) weeks or four (4) quarters. Any student who misses six (6) or more classes of a given course in a quarter will be expected to make up the excessive absences according to the *Excessive Absences Policy* below (see page 28).

CCHS students are considered full-time when enrolled in four campus-based courses, provided by the school (SEE DUAL ENROLLMENT).

## PROMOTION AND GRADUATION GUIDELINES

Students are required to both meet the minimum number of credits for promotion, as well as **successfully pass all core academic subjects**. To be promoted to a sophomore a student must complete 5 units of course work; to a junior, 12 units of course work; to a senior, 19 units of course work. Students must complete a minimum of 24 or 26 credits, depending on their specified graduation plan. Any failed core subject courses, such as **math, English, history, or science**, must be made up in summer school.

Summer school courses are at the parent’s expense and course work will only be accepted from [www.sevenstaracademy.org](http://www.sevenstaracademy.org), NCVPS, Keystone, or other **pre-approved** provider. Any failed electives may be repeated the following year if the schedule will allow. **Students** must ensure that they have earned the minimum number of credits needed to graduate.

## GRADUATION REQUIREMENTS

Students planning to pursue post-secondary opportunities *other than a four-year college or university* (community college, military service, employment, mission field, et al) are eligible to receive a Career Technical Diploma from CCHS consisting of 24 credits. Students seeking a Career Technical Diploma must declare their intent through the Guidance office *prior* to the start of their Senior year.

## *Academic Graduation Requirements*

### **26 credits that include:**

- 4 sequential credits in English
- 4 credits of Math (Algebra I, Geometry, Algebra II, and any math beyond Algebra II)
- 3 credits of History (World History, US History, a course in Government)
- 3 credits of Science required; 4 recommended (one biological science and one physical science)
- 2 consecutive credits of foreign language required; 3 recommended
- 2 credits of Bible \*\*
- 1 credit of PE/Health \* (*may be waived with CCHS athletic team participation and Health Seminar*)
- 1 credit of Fine Arts
- 6 credits electives

*\*A student with a physical limitation that prevents active participation may request a PE credit waiver from the Head of School. The student will still be required to fulfill the Health portion of that credit.*

*\*\* Beginning with students entering CCHS in Fall 2023, one Bible credit is required every year of enrollment.*

## *Additional Graduation Requirements*

All seniors must have reported the completion of an average of 25 hours of community service for every year in attendance at CCHS before graduation (See COMMUNITY SERVICE GUIDELINES AND REQUIREMENTS).

## **HOMEWORK**

Meaningful homework that is deemed gradable will be assigned to reinforce the lesson or concept. This homework will be a means of review for the lesson concept to be covered.

Students must be mindful of the homework time requirements and plan accordingly. It is strongly recommended that students interested in involvement in extracurricular activities, such as athletics and/or fine arts performances, take into consideration the time requirements of those extracurricular activities before committing to the more time-demanding courses. Students that are involved in both rigorous coursework and extracurricular commitments must be disciplined in time management. Every student is admonished that neither academic nor extracurricular pursuits should supersede their personal pursuit of spiritual growth in their walk with Jesus Christ.

Generally, no credit is given for late homework. Homework is considered “late” if it is not with the student at the time that the homework is due. However, teachers are allowed to give extensions due to extenuating circumstances or reduce the grade of homework deemed as late.

## **PROGRESS REPORTS AND REPORT CARDS**

Coastal Christian High School uses a web-based school management system for recording grades, attendance, schedules, homework, etc. Each parent/guardian is given access to this system, FACTS Family Portal, upon enrollment. Even though Progress Reports are emailed to parents at the mid-point of each quarter, as stated on the school calendar, grades, and attendance can be accessed at any time during the quarter. Parents/guardians are encouraged to check their child’s grades regularly to monitor their progress, including any missing work.

Report cards are issued to students at the end of each quarter. Report cards are emailed at the end of the first three grading quarters. Final report cards are printed and mailed. All financial accounts must be current to receive a final report card.

## **ACHIEVEMENT TESTING**

CCHS strives to prepare students for the academic rigors of college. To assess student’s learning and instructional effectiveness, CCHS performs the following assessments:

### *IOWA Test*

Ninth grade students will take the IOWA Test in the spring.

### *PSAT (Preliminary Scholastic Achievement Test)*

This test is administered in October to all tenth and eleventh grade students.

## TUTORING

Teachers will be available after school to provide tutoring for at least thirty minutes, three days per week. Additional help is available most Tuesday afternoons from 2:00-2:45.

## INCOMPLETE WORK

A student must complete any assignments that are missed due to excused absences within the time frame established by the school (See MAKE UP WORK DUE TO EXCUSED ABSENCES). Course work that is incomplete at the end of a semester may receive a grade of "I" for Incomplete. All pending grades must be converted to a regular grade during the first week of the new reporting period or within one week of the closing of school. An administrator may grant exceptions in extenuating circumstances.

## SUMMER READING REQUIREMENTS

Students enrolled in honors and/or AP level courses may be asked to complete a summer assignment prior to the start of the course. Assignments will be communicated by the respective teacher.

## INDEPENDENT STUDY

Independent Study refers to the practice when a student takes a course from a provider other than CCHS. All Independent Study opportunities must be pre-approved by school administration and are the financial responsibility of the family. Independent Study may serve the purpose of enrichment in a particular area of interest, a scheduling conflict that is deemed unresolvable by school administration, and/or documented learning differences requiring classroom accommodations beyond what is currently provided by CCHS. *Unless a student is approved in advance for one of these circumstances, CCHS will not accept credits for courses that are also available on campus*

## DUAL ENROLLMENT COURSES

Dual Enrollment provides students with the opportunity to enroll in classes at participating colleges or universities. Dual Enrollment classes offer students the opportunity to earn college credit and are calculated on a 5-point scale, unless otherwise noted at the time of registration. Participating students must meet all eligibility requirements outlined by the institution in addition to the following criteria:

1. The student is enrolled in four on-campus academic classes at CCHS (not including Senior Internship or online courses)
2. The student is unable to take the Dual Enrollment course (or its equivalent) at CCHS. Students are free to enroll in a course that is available on campus, but it will not be included or calculated on the high school transcript.
3. Successful completion of Honors Philosophy & Worldviews or Honors Apologetics prior to graduation.

## SUMMER SCHOOL

A student is permitted to attend summer school to repeat no more than two core courses that have been failed during the school year. The grade received upon repeating a failed course will not replace the previous course grade but will be added to the high school transcript. Coastal Christian High School does not currently provide summer school. Any student requiring summer school must have prior approval of CCHS administration in order to transfer credit into CCHS.

Summer school courses may be approved if students are accelerating their course work in preparation for the next grade, with the approved provider issuing a transcript to CCHS for documentation. Please note that the course provider must be approved by CCHS administration to receive credit.

## TEACHER CONFERENCES

At any time, a parent/guardian may request a conference with a teacher. If a conference is needed with a teacher, please schedule an appointment with the teacher by contacting them directly. All teacher emails are available on the FACTS Family Portal.

## ACADEMIC PROBATION

A student may be placed on academic probation after the first semester to prevent the possible failure of two or more

core subjects (math, English, science, history). The applicable teacher will make every attempt to notify the parent of the student's academic performance. The Dean of Students will notify the parents of the possibility of academic probation, and a conference will be held with the parent and student in regard to academic problems. The purpose of the conference is to bring the administration and the parent together to create a viable, tangible solution for the struggling student.

At the discretion of administration, an academic probation contract will be drafted outlining the following areas:

1. guidelines for the academic standards the student is expected to maintain;
2. the tutorial plan to help the student recover from failing marks;
3. an agreement that the student will fulfill any missing assignments by a due date set by each teacher involved;
4. the duration of the probation, as set by administration;
5. the student is still failing after two successive quarters, the parents may be asked to withdraw their child due to CCHS' inability to meet the student's academic needs.

## HONORS AND AWARDS

Students at Coastal Christian High School are encouraged to strive to do their very best academically and to fully utilize their God-given talents and abilities. Students are given the opportunity to not only earn recognition for commendable schoolwork, but also to receive recognition through various regional, state, and national competitions. Below is a list of honors and awards that we will recognize at the end of each year, based on academics and character. The list is not necessarily comprehensive.

### ACADEMIC

#### **Valedictorian and Salutatorian**

A senior with the top cumulative GPA during his/her entire high school career will be honored as Class Valedictorian (highest GPA) and Salutatorian (second highest GPA). Cumulative grade point averages (GPA) are rounded to hundredth of a point (example 4.135 is rounded up to a 4.14 or a 4.134 is rounded down to a 4.13). In the event of a tie, the cumulative GPA will be rounded to a thousandth of a point in determining this honor. Candidates must be full-time CCHS students, may not be in their first year of enrollment at CCHS, or have been subject to any significant disciplinary consequence to qualify for this honor.

#### **Gold Honor Cord (Honors Scholar)**

CCHS students who graduate *with a College Preparatory Diploma* and with a minimum weighted GPA of 4.00 are presented with a gold honor cord to be worn at commencement.

#### **A Honor Roll or A/B Honor Roll**

After all grades are finalized, students who have received A's in all respective courses on their transcript at year end will receive an achievement certificate for the A Honor Roll. Likewise, students with final grades no lower than B in all courses at year end receive an achievement certificate for B Honor Roll.

#### **Academic Department Award**

This award is given to one student per academic department and is based on the student's demonstration of a love for the subject as reflected in grades, assignments turned in on time, and great class participation.

#### **Stewardship Award**

This award is given to up to two students per grade level who demonstrate an exceptionally teachable spirit and who carefully steward their God-given talents (academic and otherwise) in whatever measure it has been given.

### CHARACTER AND SERVICE

#### **Centurion Award**

Selected by the CCHS faculty, this honor is awarded to the one male and one female student from the entire student body that has best demonstrated exemplary achievement in conduct, academics, school participation, and spirit and have demonstrated a clear testimony for Christ. Recipients of this award are commemorated on a perpetual plaque and receive a medal to wear at graduation.

#### **Perseverance Cord (Silver)**

The silver Perseverance cord was added in 2020 to signify the CCHS Class of 2020's commitment to stand strong and persevere in the midst of uncertainty, fear and loss. Future recipients will have demonstrated this same outstanding perseverance and determination to overcome seemingly insurmountable challenges in life.

#### **Red Honor Cord (for Service)**

Seniors who finish high school with 200 hours of community service or more will be awarded a red honor cord to be worn at graduation. Hours must be recorded in the office by May 1 to be eligible for this cord.

#### **Blood Drive Cord (maroon)**

The Blood Connection awards an honor cord to any high school student who donates blood three or more times during high school.

### ADDITIONAL HONORS

#### **ACSI Distinguished Christian High School Student Awards**

CCHS Faculty and Administration nominate outstanding students in several categories, including Academics, Athletics, and Fine Arts. Awards originate from ACSI. ACSI currently accepts nominations for 10<sup>th</sup>-12<sup>th</sup> grade students.

**Multi-color Honor Cord (National Art Honor Society)**

Seniors who actively participate in the National Art Honor Society for three of four years of high school earn the multi-colored honor cord to wear at graduation. Likewise, a multi-color tassel is presented to four-year NAHS members.

**Black/Gold Intertwined Honor Cord (National Beta Club)**

Seniors who graduate as members in good standing in the National Beta Club are presented with a black/gold cord to be worn at graduation.

**Gold Stoles (National Honor Society)**

Students who graduate in good standing with the CCHS Chapter of the National Honor Society will receive a gold stole to be worn layered over any honor cords at graduation.

**Perfect Attendance Award**

This certificate honors those students who are marked present for every scheduled class period of every school day. (Students who are tardy to class or dismiss early from class are considered present. School sports dismissals and school-arranged field trips are *not* counted as absences.)

**Pink Honor Cord (for 4 years dedicated to the music program)**

Seniors who dedicate themselves to the music program for all four years of high school are presented with the pink honor cord.

**Purple Honor Cord (for Perfect Attendance grades K-12)**

The purple honor cord is presented to students that have been awarded perfect attendance every year from kindergarten through twelfth grade. A student wishing to receive this award must make a written request before March 1 and may also be asked to provide documentation for elementary and middle school grades to support the claim of K-12 perfect attendance.

**Royal Blue w/gold tassel:**

The royal blue cord with a gold/blue tassel at the end is worn by the Student Publication Editor(s)-in-Chief, as a symbol of their dedication to excellence and the unwavering commitment required to lead in the production of the School Magazine and annual Yearbook.

**White Honor Cord (4 years dedicated to the visual arts program)**

Seniors who dedicate themselves to the visual arts for all four years of high school are presented with the white honor cord.

## ATTENDANCE

The absence policy at CCHS is written in a spirit of compliance with North Carolina's compulsory attendance law, G.S. 115C-378. All students are expected to attend school each day school is in session. Proper education relies on continuity of instruction, classroom participation, learning experiences, student-teacher interaction, peer interaction, and structured study. Students can never totally make up or compensate for absences from class.

State law requires that each student attend a minimum of four hours per day to be considered present *for the day*. **A student will be considered present for the class when he/she is in attendance for at least half of the teaching period.** Any student with excessive are at risk of receiving reduced or no credit for the respective course. The Department of Non-Public Education permits exceptions may be granted in extenuating circumstances at the discretion of the Head of School (i.e. prolonged illness which is documented by a physician).

Therefore, CCHS has adopted *four* categories of absence: *Excused, Planned, Unexcused, and School-Related*.

### EXCUSED ABSENCES

A student who returns to school after being absent **must** have a note from a parent, guardian, physician, etc. stating the reason for the absence. Written or emailed notice from a parent/guardian is preferred. You may email excuses to [attendance@coastalchristian.net](mailto:attendance@coastalchristian.net).

**Examples of EXCUSED absences include, but are not limited to:**

- Illness resulting in fever, stomach, or intestinal problems—*students should remain symptom-free for 24 hours before returning to school*
- Verifiable injury
- Death in the family
- Medical or dental appointments that cannot be made outside of school hours
- DMV visit to obtain Learner's Permit or Driver's License
- College Visits

### PLANNED ABSENCES

The NC compulsory attendance law does not condone or encourage unnecessary absence for any reason. However, it does leave some flexibility for school administrators to permit planned absences. Parents are encouraged to plan family trips, youth group retreats, mission trips, etc. around the scheduled school holidays.

Students who plan to miss classes due to family trips, youth group trips, etc. should be prepared to submit any missed assignments upon the first day of return. The student is also expected to inform his/her teachers in advance of the absence.

A maximum of three (3) Planned Absence Days per school year will be excused. If the student exceeds the number of planned days or fails to get administrative approval, the absences will be recorded as *Unexcused*, and the student may expect point deductions on any missed assignments, tests, or quizzes. *The student and parents should expect extended absences to have a negative impact on the student's grades. UNDER NO CIRCUMSTANCES SHALL THE TEACHER BE EXPECTED TO PROVIDE MAKEUP TUTORING. The student and parents will be solely responsible for ensuring that the student learns material taught during the period of absence.*

### MAKE-UP WORK DUE TO EXCUSED ABSENCES

Students are required to make up all missed work, including homework, tests, and/or quizzes. If an assignment was given prior to absence, it is the student's responsibility to turn it in the day they return to school and or contact their teacher(s) in advance. It is the student's responsibility to schedule make-up appointments for missed assessments and assignments.

For each day absent DUE TO ILLNESS, two days are allowed for the completion of work missed. For an excused planned absence, including extracurricular school trips, a student must be prepared to turn in all assignments and be prepared to take all missed assessments upon return. The teacher may grant extensions in unique circumstances. Failure to make up an assignment or assessment within the allotted time will result in a grade of 0. (See MAKE-UP WORK DUE TO EXTRACURRICULAR ABSENCES)

## UNEXCUSED ABSENCES

**Unexcused Absences include, but are not limited to:**

- Failure to bring a valid excuse note from parent or physician within three days upon return to school
- Oversleeping/late night activities, including athletic events
- Recreational and/or personal activities
- Studying/completing schoolwork
- Out-of-school suspension
- Working a job during school hours

### *Consequence for Unexcused Absences*

All absences hold a natural consequence for students. In the case of unexcused absences, a teacher may also choose to deduct points from late assignments or other missed work, quizzes, or tests. Teachers generally make students aware of grading practices during the first week of school.

Additionally, NC State Compulsory Attendance Laws require that parents/guardians of students who accumulate ten (10) or more unexcused absences in a given year be reported to the Department of Social Services, if no reasonable attempt to explain or excuse the absences has been made after being notified by the school. CCHS will make such notifications via email and mail delivered to the home address on record.

## SCHOOL-RELATED

The student's attendance record will not reflect the following school-related activities as "absences" from either class or school.

- Field trips sponsored by the school
- School-initiated and scheduled activities
- CCHS athletic events requiring early dismissal from school

## EXCESSIVE ABSENCES

Any student who misses ten (10) classes in a semester (excused or unexcused) or fifteen (15) total classes for the year will receive a 5-point deduction to their semester average in the affected course(s). For each additional absence beyond the 10-semester limit, an additional 1-point deduction will be applied per absence.

It is the student's responsibility to monitor their attendance record and stay informed about how it may affect their academic standing.

Exceptions may be granted in unusual circumstances after parental consultation with administration.

## TARDINESS

Students are expected to be on time for their classes. Students will be considered "tardy" if they arrive in class after the bell. Students who are tardy to any period of the day should report to the school office before going to class. A note for tardiness to class or tardiness to school (i.e. doctor's note or parent note) should be brought the day of the tardy. If a student does not provide a written excuse within 24 hours of the tardy, it may be unexcused.

### *Excused Tardy*

**Examples of excused tardies:**

- Non-habitual student or parent automobile delays in route to school
- Detainment by administration, office personnel, or teacher (a pass will be given before returning to class)
- Temporary, verifiable illness (a pass will be given by the school office before returning to class)

### *Unexcused Tardy*

**Examples of unexcused tardies include, but are not limited to:**

- Oversleeping
- Arriving late for any reason not in keeping with reasonable prudence
- Any tardiness in getting to class during the school day without a valid pass
- Off-campus lunch delays
- Not bringing a note within 24 hours of a tardy to school or not bringing an excuse note the same day for an in-school tardy to class

- Arriving late due to working a job during the school day

### *Consequences for unexcused tardies*

- 3 unexcused tardies to the same class during the same semester will result in a morning detention.
- Additional unexcused tardies will result in increasing disciplinary action at the discretion of administration.

### **ABSENCES/TARDIES SURROUNDING EXTRACURRICULAR ACTIVITIES**

If a student is absent from school immediately prior to or following any school activity, that absence may be interpreted as unexcused. *This applies specifically to any student who is absent in the morning following participation in any activity the previous night, or any student who is absent the afternoon (day) prior to an activity later that afternoon or evening.* Students involved in athletics, fine arts, or extracurricular activities may not participate in that activity (practice, game, or event) if he/she is absent the day of the activity. *Athletes or artisans who are tardy may still be eligible to participate, provided the student is in school for at least four (4) hours, and the excuse for tardiness is not illness.*

#### *Make-up Work due to Extracurricular Absence (i.e. Athletes/Artisans)*

Students who are absent from class due to an extracurricular school event (athletic or fine art early dismissal) are still required to turn in all work due the day of the event. It is the student athlete or artisan's responsibility to submit the work that is due *prior to leaving* for early dismissal. It is also the student's responsibility to make prior arrangements with teachers if they will miss any assessments (quiz or test) due to early dismissal.

Student athletes or artisans who miss the entire day due to an extracurricular school event will be expected to have completed any assignment due the day after the event in all classes as well as be prepared to take any assessment scheduled for the next day. It is the student athlete or artisan's responsibility to get work they will miss *before* leaving school.

### **LEAVING CAMPUS DURING THE SCHOOL DAY**

Generally, no student is allowed to leave the school campus at will during the day. Leaving campus without parental or administrative permission will result in a serious disciplinary action. A student will be considered present when he/she is in attendance for at least half of the teaching period. Students may only leave the campus during the school day with parental permission, either by phone, writing, or in person. Students who do not drive will only be released to those listed as custodial parents, legal guardians, or emergency contacts in FACTS/SIS. Students who leave campus during the day must come to the school office to sign out. If they return the same day, they should sign in at the school office before returning to class. Conditions for leaving campus during the school day are listed below.

- **Illness:** In the case of illness, the school office will establish phone contact with a parent or legal guardian and verify permission for the student to leave campus. In the event the student does not drive, the student must wait in the area designated by the school for a parent, legal guardian, or emergency contact to arrive.
- **Parental Note:** Students who need to leave early should bring a note from the provider (doctor, dentist, therapist, etc) stating the reason for leaving, the time of dismissal, and approximate time of return. A parent or guardian must sign the note. *If the reason for leaving is not determined to be an excused absence, the student's attendance records will reflect an unexcused absence, and the student may be held responsible for the consequences of an unexcused absence.*
- **Lunch with a Parent:** Students are allowed to go off campus to lunch with their own parent, or other adult, if the student's parent has given permission ahead of time. *All students leaving during the school day must be signed out at the school office. If a student returns late from off-campus lunch, the tardy will be unexcused.*
- **Lunch with a Youth Pastor/Minister:** Youth pastors or ministry related individuals may have lunch with students on campus with prior administrative approval.
- **Off-Campus Lunch Privilege:** Seniors (12<sup>th</sup> grade) are granted off-campus lunch every day. This is a privilege that is mutually granted in writing, by both parent/guardian and school administration. This privilege may be revoked by either parent/guardian or the administration at any time. Any senior leaving campus during lunch, whose off-campus privilege has been revoked, will result in serious disciplinary action. *Students returning late from off-campus lunch will be unexcused.*

## DRESS CODE

Coastal Christian High School's dress code is intended to promote modesty resulting in an atmosphere that limits distractions and enhances learning.

Students in violation of the dress code will be asked to return home to change. Three dress code infractions in a semester will result in a Saturday detention.

## DRESS CODE

### TOPS

- CCHS t-shirts are encouraged and permitted at any time on campus; however, no alterations are to be made to any CCHS t-shirt.
- All shirts must have sleeves and a collar unless it is a CCHS issued t-shirt.
- Collared shirts/sweaters/hoodies are permitted in any color or pattern but cannot be sheer or "see-through." If shirts/sweaters have an open front, then they must have the ability to be buttoned/zipped to within 3 inches of the collar.
- Students MUST wear a shirt underneath any sweater/sweatshirt
- Collared shirts/sweaters MUST cover your shoulders, chest, and back.
- Tops MUST be long enough to cover midriffs even when arms are raised.
- Clothing may NOT display inappropriate wording, graphics, any type of political agenda, or activism.
- SENIORS ONLY may wear crew neck t-shirts bearing the logo of the colleges or universities once they have received an official letter of acceptance.

### BOTTOMS

- Male pants and shorts must have a zipper and button/snap closure.
- Pants may be any color or pattern but must NOT have rips or tears higher than 5 inches above the knee and may NOT be made of sweater or sweat pant material.
- All shorts, male or female, must have an inseam that measures at least 5 inches.
- Athletic shorts/pants, sweatpants, bathing suits/board shorts, and leggings are NOT permitted.
- PE and weight training classes will have designated clothing to be changed into and worn only during the class period and not throughout the school building.

### DRESSES/SKIRTS

- Maxi length dresses and skirts are permitted but dresses must have a collared shirt underneath or have a collar and sleeve built into the dress and may not have a slit above the knee.
- Rompers are NOT permitted during the school day.

### FOOTWEAR

Any type of footwear is permitted except for bedroom slippers. Footwear must be worn at all times.

### HATS/HOODS

- No hats are permitted.
- Hoods on jackets and hoodies may NOT cover a student's head.

### EXTRACURRICULAR ACTIVITIES

- Unless otherwise specified, appropriate apparel as outlined above should be worn for ALL trips and athletics. Athletes should also consult the athletic handbook for practice and game day attire.
- Students attending an extracurricular event should pursue modesty in their attire. The CCHS administration reserves the right to ask any student in attendance to change his or her clothing if it is deemed immodest.

The CCHS administration reserves the right to send any student home to change his or her clothing, jewelry, hairstyle, etc. if administration deems it to be a distraction, immodest, or outside of the above guidelines.

## STUDENT LIFESTYLE EXPECTATIONS

“A good name is to be chosen rather than great riches, loving favor rather than silver and gold.”

Proverbs 22:1

### ROLE OF SELF GOVERNANCE AND PERSONAL RESPONSIBILITY

As a college-preparatory educational community, the administration and teaching faculty will encourage a high level of self-governance and personal leadership among the student body. Teachers will instill a sense of personal accountability in their classes, and students will be given the opportunity to self-govern various aspects of the dress code, Honor Code, and general student conduct. Students are called to take personal responsibility for their actions, reactions, and academic progress. While teachers will strive to partner with parents in the educational goals of their child, the outcome of that education will be placed squarely on the shoulder of the student.

### CONDUCT/CITIZENSHIP

Coastal Christian High School encourages all staff, students, and parents to conduct themselves in a manner of **mutual respect** and desire for **mutual success**.

CCHS believes that citizenship is of primary importance. Educational opportunities are wasted if a student has not acquired proper social habits by the time he or she reaches high school. To be dependable, to know how to work and find pleasure in it, to exhibit qualities of self-control and cooperation, and to work at the highest level of achievement are indications of good citizenship.

#### *Unacceptable Student Conduct*

CCHS maintains the right to remove any student from its enrollment if the administration feels that the student demonstrates a lack of harmony with the CCHS community. Examples of behavior showing students are not conducting themselves in a manner of mutual respect and a desire for mutual success are:

- Inappropriate dress
- Inappropriate electronic usage
- Excessive tardiness
- Inappropriate language
- Honor Code violation
- Inappropriate behavior or failure to follow instruction
- Skipping class or chapel (absent 15+ minutes without excuse)
- Leaving campus without permission
- Fighting, bullying, or harassment
- Social media misconduct
- Lying to faculty, staff, coaches, or Administration

### HONOR CODE

Coastal Christian High School seeks to have its students be men and women of honor—to walk in integrity in everything. Therefore, CCHS has adopted the following Centurion Honor Code:

#### **The Staff, students, and parents pledge to commit to live with *strength and honor* for the glory of God in ...**

- spiritual pursuits by taking personal responsibility for their daily walk with Jesus Christ while encouraging others to do the same, to clearly demonstrate my faith by my works (James 2:14- 20).
- academic pursuits by doing 100% of the assignment with 100% of their own effort and ability, 100% of the time; therefore, not sharing or receiving information during or after a gradable assignment, not allowing themselves or others to copy graded assignments, and not plagiarizing the work of another.
- social pursuits by walking in a spirit of unity among their school family, a spirit of mutual respect among their school family, a spirit of protection for the reputation of the school family.

### *Honor Code Violations*

In order to be a school that operates in “strength and honor,” it will be the responsibility of both teachers and students to maintain the Honor Code. Honor Code infractions should be reported to administration. Reports will remain confidential unless an administrator deems otherwise.

## **STUDENT RELATIONSHIPS**

The goal of Coastal Christian High School is to help students develop into mature, fully devoted followers of Jesus Christ. An important facet of their maturity is in sexual purity. While enrolled at CCHS, all students are expected to refrain from sexual promiscuity, including immoral activities with the opposite sex or same sex. Any student found to be engaged in such activities will be placed under probation with the goal of biblical restoration. A genuine relationship with Jesus Christ will have a transforming effect on all other relationships, including those with the opposite sex. The concept of dating is not specifically discussed in Scripture, yet there are biblical principles that relate to morality in relationships (See 1 Corinthians 6:12-20; 2 Corinthians 6:14-18; Ephesians 5:3-7; Hebrews 13:4). Students who participate in dating relationships are not allowed to publicly display affection (i.e. kissing, frontal hugging, hand holding, etc.) while on school grounds or at any school-sponsored function. Failure to keep physical relationships with the opposite sex above board and affection-free at school or during school-sponsored events will result in disciplinary action.

Likewise, CCHS desires for students to develop into mature, Christ-like individuals who submit to the authority of God as communicated and revealed through Scripture. CCHS holds to and teaches from a biblical perspective, specifically regarding gender and sexuality. The creation account of Genesis 1 and 2 portrays the special design and divinely ordained differences between humanity and the rest of creation. Mankind is the only part of God’s creation created in the image of God (Gen 1:27). One significant aspect of being an image bearer is that God created humans as male and female (Gen 1:27, 2:18–25), which is an enduring created quality. Humanity is purposefully created as male and female, it is not accidental nor incidental.

Students are expected to practice moral relationships inside and outside of school. The practice of same sex relationships, and the promotion of homosexuality in general, are prohibited since this is not in harmony with our educational philosophy nor the authority of Scripture (See Romans 1:26-32; 1 Corinthians 6:9-11; Revelation 21:8). Evidence of sexual immorality or giving the impression of having involvement in immoral activities or activities that are contrary to the philosophy of Coastal Christian High School (1 Thessalonians 4:3-8) will be reported to the parents so that they may take the proper corrective actions.

## DISCIPLINE

*“No discipline seems pleasant at the time, but painful. Later on, however, it produces a harvest of righteousness and peace for those who have been trained by it.”*

Hebrews 12:11

### PHILOSOPHY AND GOALS

CCHS believes in a model of discipline that includes discipleship. Stemming from the Latin word *disciplina*, which means to instruct or educate, the aim of discipline is to be purposeful and restorative. Likewise, CCHS exists to assist parents in their God-given responsibility to train or instruct their children. In formulating a philosophy of school discipline, CCHS has attempted to align itself as closely as possible with biblical principles directed at parents to provide utmost consistency for the child between training at home and school.

### METHODS OF DISCIPLINE

Student infractions will be dealt with initially through warnings unless the situation merits automatic disciplinary action. After a warning has been given, a Discipline Referral Form will be issued. The infraction will be marked or stated on the form as well as the consequence. Both student and parent must sign a Discipline Referral Form, and failure to comply may result in greater disciplinary consequences. The CCHS Head of School and/or Dean of Students reserve the right to, at any time, interview all students in an attempt to resolve discipline referrals, to investigate issues involving student relationships, to maintain a safe campus, or in an attempt to resolve any discipline issue.

There are five (5) types of disciplinary actions depending upon the infraction.

<b>Loss of Privilege</b>	Students can have privileges suspended temporarily or permanently depending upon the degree of the infraction. This includes privileges such as off-campus lunch, computer use, dress code, etc.
<b>Detention</b>	This 30-minute detention is held before school on assigned days in a designated room. Failure to appear or failure to return the Discipline Referral Form with both parent and student’s signature will result in additional disciplinary action.
<b>Saturday Detention</b>	This is a 4-hour detention (8:00 AM to 12:00 noon) monitored by an assigned teacher and requires a \$40 fine to be paid to the detention monitor by the student. Failure to attend or pay the fine will result in further disciplinary action.
<b>Suspension</b>	This is one to three days out-of-school suspension. A student under school suspension will not be allowed to be on the campus while serving the suspension and will not be allowed to participate in any after-school athletic or fine arts events. A student that serves a suspension will be placed on disciplinary probation.
<b>Expulsion</b>	It is not the desire of CCHS to see any student removed from the school community; however, not all students have a genuine desire or will to be a positive part of our school family.

### STUDENT HARASSMENT POLICY (BULLYING AND SEXUAL HARASSMENT)

All students and staff at CCHS have the right to feel happy, safe, and included. Students and staff have the right to work in an environment without harassment, intimidation, or fear. All bullying, of any sort, is therefore unacceptable. Students who experience bullying will be supported. CCHS recognizes the effects that bullying can have on a student’s feelings of worth and on their schoolwork. The school community will actively promote an anti-bullying environment:

- To reduce and to eradicate wherever possible, instances in which students are subject to any form of bullying.
- To respond effectively to all instances of bullying that are reported to teacher and/or administration.
- To establish a means of dealing with bullying, and of providing support to students who have been bullied.
- To provide support for students who are accused of bullying, who may be experiencing personal problems.
- To ensure that all students and staff are aware of the policy and that they fulfill their obligations to it.
- To meet any legal obligations which rest with the school.

### *CCHS Definition of Bullying and/or Harassment*

Bullying involves dominance of one student by another or dominance of a group of students over another individual student. Bullying and/or harassment is pre-meditated, usually forms a pattern of behavior, and is therefore:

- Deliberately hurtful (physically, mentally, or emotionally)
- Repeated, often over a period of time
- Difficult for victims to defend themselves

Harassment or bullying can take many forms, but the main types are:

- **Physical:** hitting, kicking, taking another's belongings, or defacing another's property
- **Verbal:** name calling, insulting, making offensive remarks, or pressuring to conformity
- **Indirect:** spreading nasty stories about someone, excluding from social groups, being made the subject of malicious rumors, sending malicious e-mails, text messages or videos on cell phones, or malicious postings on social networking internet sites (i.e. Facebook, Instagram, Snapchat, etc.). Acts of bullying on the internet are referred to as "cyber bullying."

Some forms of bullying are attacks not only on the individual, but also on the group to which he or she may belong. Within school, students and staff will pay particular attention to:

- Racial harassment and racist bullying
- Bullying because of one's religious or political beliefs
- Sexual bullying or false accusation regarding one's sexual orientation
- Bullying of students who have special educational needs or disabilities

### *Reporting Bullying and/or Harassment*

Any students who feel that they are being harassed or bullied by another should report their situation to a CCHS teacher or a school administrator directly. Administration will handle all cases of bullying or harassment to determine severity and proceed with appropriate disciplinary action as outlined in the METHODS OF DISCIPLINE.

## **DISCIPLINARY PROBATION POLICY**

Disciplinary Probation is enacted to prevent the possible dismissal of a student due to behavioral issues that are beyond the scope of our school. This action seeks to create a viable, tangible incentive for the student and parents to seek behavioral and spiritual reform. Students receiving a suspension will automatically be placed on disciplinary probation.

If administration determines that it is beneficial to place a student under a disciplinary probation, a conference with the parent(s) and student will be called, and a Disciplinary Probation Contract will be drafted for the student outlining:

- Behavioral guidelines that the student is expected to maintain
- Duration of the probation
- Consequences of failing to fulfill the probation

## **DISMISSAL (EXPULSION)**

Coastal Christian High School reserves the right of suspension or dismissal at any time during the school year. Any student who persistently neglects work, who fails to meet academic or other standards or qualifications, who exercises poor citizenship, who fails to cooperate, or whose parents fail to cooperate, may be asked to withdraw from the school.

Appeal of a dismissal may be made in writing to the Head of School within three days of the dismissal. A student may not attend classes during request for an appeal. A student who has lost the privilege to attend CCHS may not be permitted to attend school-related events.

Dismissals may occur for any of the following circumstances:

- Possession or use of drugs of any kind, or the misuse of any prescribed drugs of any kind.
- Selling or supplying prescribed or illegal drugs
- Possession, consumption, supplying, or selling of alcohol on school property or at school-sponsored events
- Possession of E-cigarettes on CCHS property
- Repeated violations of discipline that have resulted in suspensions

- Failure of parents to cooperate with CCHS in the discipline of their children
- Assault or battery of a teacher or student
- Sexual/physical misconduct and/or contact of a sexual nature, verbal abuse of a sexual nature, sexual innuendoes and gestures, or other serious sexual misconduct
- Sharing or soliciting of inappropriate photos using a digital device such as a phone or computer. This activity will also be reported to law enforcement following the legal requirements of New Hanover County.
- Moral misconduct, the causing of pregnancy, computer/internet use for immoral purposes, or other serious moral misconduct
- Habitual lying
- Stealing
- Possession or use of a knife or weapon in a threatening or dangerous manner, which is perceived to be capable of inflicting physical harm
- Possession, transfer, sale, or discharge of any gun (including a starter gun or pellet gun), firearm, or any other explosive device of any type, whether loaded or unloaded, on school property or any school-related activity

### *Continued Enrollment Policy*

Coastal Christian High School reserves the right to deny continued enrollment to any student whose actions demonstrate that it is not in the best interest for all concerned and who is deemed “at risk.” The Head of School will assess a student who has demonstrated habitual disciplinary action, poor academic performance, or reported lack of interest in being at CCHS. After this initial assessment, a conference with the parents will be scheduled. As a result of that conference, the Head of School may determine that it is acceptable to allow this student to reenroll in the fall under a probationary contract.

If administration deems that a student’s continued attendance is no longer a benefit to the greater student population, the parents will be informed of the decision to have their child withdrawn from CCHS. Efforts will be made on behalf of the staff and administration to prevent this from happening, but Coastal Christian High School recognizes that the choice also lies with the erring student as well.

In the event of any legal proceedings taking place between CCHS students or families, CCHS may request that all students involved remain off-campus until the legal proceedings are complete.

### *Post-Dismissal Restoration Policy*

Any student dismissed from Coastal Christian High School, or allowed to withdraw for disciplinary reasons, will not be allowed to apply for readmission for a minimum of eighteen (18) weeks to a maximum of thirty-six (36) weeks. The parent(s) must request readmission in a written statement addressed to the Head of School.

Restoration at a Christian school is always a difficult matter. Students who have been expelled from CCHS or other schools must present evidence of genuine repentance and carry out a school-designed restoration program. If a student, under these conditions, desires reinstatement, the student must become involved in an eighteen (18) to thirty-six (36) week accountability program involving his local church and/or youth pastor. This accountability program may involve professional counseling at the parent’s expense. During the restoration period, academics must continue at another school or home school. Upon completion of the prescribed restoration program, written recommendation by the student's pastor, youth pastor, and designated professional counselor will be considered by administration and CCHS Board to determine the student's reinstatement. Students who are reinstated will be automatically placed on disciplinary probation for one academic year.

Coastal Christian High School reserves the right to deny readmission to any student whose actions demonstrate that it is in the school’s best interest to refuse readmission.

**CAMPUS VISITORS POLICY**

**A campus visitor is anyone who is not currently enrolled as a student or employed as a staff member.** For the purpose of maintaining campus safety, visitors must go to the school office, sign in, and receive a visitor's badge.

*Parental campus visits*

All parents are welcome to visit CCHS during the school day if the visit has been scheduled with administration in advance. Please try to be considerate of the instructional times and minimize interruptions. Parents should register at the school office before going directly to a classroom. Parents may not go to a classroom without a pass.

*Student campus visits*

Due to limited seating, visitors may not attend classes during the school day. CCHS students may have visitors at lunch with written parental and administrative approval. Student guests must be neat and modest in their attire. Visitors who arrive without pre-approval may be turned away. Visitors to any school dances must be pre-approved by Administration.

**CAMPUS SAFETY PLAN**

Coastal Christian High School has adopted a Campus Safety Plan. The goal of the plan is to provide a safe learning atmosphere. The administration asks that each parent, student, and visitor be mindful of the plan to maintain campus safety. The practices listed below have been established to maintain a safe campus.

- All visitors and approved vendors are required to register at the school office and wear a “visitor” badge while on campus. Visitors must be pre-approved by the administration before visiting student lunch periods or visiting in classrooms. Visitors who have not been pre-approved by administration may be asked to leave the campus. Former CCHS students and Alumni in good standing are not required to obtain pre-approval.
- Unauthorized or suspicious persons will be reported to the Head of School who will follow the Crisis Management Plan.
- Neither visitors nor students may sit in cars in the school parking lot during school hours, except during regular pick-up hours.

**ILLNESS PREVENTION**

In consideration of the health and well-being of all students and staff, parents are asked to keep any student with a fever or contagious illness at home. When students return to school, they need a signed and dated note from the parent stating the reason for the absence and the number of days the student was absent. It is school policy that a student must be free of the following for a period of at least 24 hours:

- Fever, vomiting, diarrhea
- Flu or COVID symptoms
- Signs of infection (colored nasal discharge, pinkeye/conjunctivitis)
- Persistent cough
- Strep throat
- Lice (until treated)

**MEDICATION**

All medication (prescription or over-the-counter) must be administered by approved school personnel only. The school office generally keeps a supply of ibuprofen (Motrin/Advil), acetaminophen (Tylenol), Benadryl, triple antibiotic ointment, and anti-itch cream (Benadryl Cream), but the parent must sign a School-Supplied Medication Permission Form permitting the use of any product before it will be dispensed. Any other medication must be supplied by the parent, along with a Parent-Supplied Medication Permission Form indicating the name of the medication, dates of usage, dosage, and times to be administered, and any other pertinent information. All medication forms are available for download in the Resource Documents tab on the Family Portal and in the school office.

The school office DOES NOT dispense medication that has not been approved or provided by the parent/guardian—there are no exceptions. Students must take the medication in the presence of the approved school office personnel.

The school office will keep a record that indicates the student requiring medication, the date, time, and dosage that was administered, and an email is sent to the parents indicating the medication, the time/date it was given, and the reason it was given (i.e. headache, itchy bug bites, etc.). **Students are not allowed to keep any medication on their**

**person, in book bags/ purses, or in lockers and are not permitted to dispense any form of medication (prescription or over-the-counter) to any other student for any reason, unless approved by administration (i.e. EpiPens, inhalers, etc). Failure to comply will result in a serious disciplinary action.**

### **MEDICAL EMERGENCIES**

If a child becomes ill or is seriously injured at school, parents will be notified immediately. Emergency information is required on the student application. If there is a change in contact information or emergency information, the parent is responsible for notifying the school office in writing. Please make sure the emergency contact has written permission to authorize medical treatment when parents are not present.

### **CHILD ABUSE AND NEGLECT**

All employees of Coastal Christian High School shall report or cause to be reported any case of suspected abuse or neglect of any student under the age of 18 by his/her parent or other person responsible for his/her care to the New Hanover Department of Social Services. A school employee is immune from any civil and/or criminal liability when reporting in good faith suspected child abuse or neglect. Each employee who suspects child abuse or neglect should notify his/her administrator immediately; however, this does not relieve the employee of the responsibility for directly reporting to the New Hanover County Department of Social Services. The identity of the individual making the report of suspected child abuse or neglect is confidential and may only be examined by court order, except that the child or his/her attorney has the right to examine the report. All CCHS employees will attend an in-service training on child abuse and neglect. The school will offer at least one update per year on child abuse and neglect. (For more information search NCGS 7A-516 through 7A-552, *Screening of Abuse and Neglect Complaints*. NCGS 115C-400, *School Personnel to Report Child Abuse*)

### **CRISIS MANAGEMENT**

CCHS has adopted a Crisis Management Plan similar to the New Hanover County School's crisis management plan. This plan is a part of the CCHS Staff Handbook and will be reviewed annually. The administration will follow the designated Security Alert or Lockdown procedure in the event of a campus security risk in which local law enforcement is notified. The school's Crisis Management Plan also includes emergency procedures in the case of fire or serious inclement weather conditions. Parents/guardians will be notified once conditions are deemed "safe" by local authorities.

### **FIRE SAFETY AND TORNADO DRILLS**

Students are informed about fire safety and tornado procedures at the beginning of the school year. Teachers are trained annually on evacuation procedures in the event of a fire or tornado emergency, procedures for lockdown, and procedures for active shooter evacuation. Fire safety drills will be conducted monthly and there will be one designated tornado drills during the course of the school year.

### **SECURITY ALERT AND LOCKDOWN POLICY**

In the event of school Lockdown, parents or any non-law enforcement personnel will not be allowed to access the school building. All students and staff will be directed to be in their designated areas during a lock down and will remain there until the Head of School or designated law enforcement personnel has given an "all clear." In the event of an active shooter incident, all individuals on campus will be directed to flee the premises by any method possible.

### **ALCOHOL, ILLEGAL DRUGS, AND WEAPONS**

Coastal Christian High School has adopted a zero-tolerance policy regarding alcohol, illegal drugs, and weapons. CCHS reserves the right to invite the New Hanover County Narcotics Team, or an appropriate narcotics search group, to visit at any time during the school year to search for drugs. Students found violating this policy will be subject to the disciplinary actions of the school that may include immediate expulsion.

### **SEARCH AND SEIZURE POLICY**

To protect the safety and welfare of students and personnel, CCHS reserves the right to search students' automobiles, lockers, book bags, purses, and clothing for illegal drugs, alcohol, or weapons brought onto the school premises, and to seize any contraband found in the search, under the circumstances outlined below. Any alcohol, illegal drugs, drug paraphernalia, or weapons found in lockers, cars, etc. under the student's control will constitute possession. Students having possession of illegal drugs or weapons may be turned over to local authorities. Parents will be contacted immediately, and severe disciplinary action will follow. Severity of the situation may dictate immediate expulsion from CCHS.

### *Personal Searches*

A student and/or personal effects (e.g., purse, book bag, etc.) may be searched whenever a school authority has reason to believe that the student is in possession of illegal or unauthorized materials. Students may be asked to empty their pockets, purses, wallets, book bags, etc. without the parent's permission or the student's permission. Registration of the child constitutes parental consent to such searches. If the student refuses and the school feels a personal search of the student's person or belongings are required (as per the safety of that student or any other student), then the parents will be phoned and must come to school to perform the search. If the parents fail to come to the school to perform the search in a reasonable time (one hour) and/or the student refuses to empty his/her pockets or remove from his or her person what is suspected, then the student's privilege to attend CCHS will be revoked.

### *Locker Searches*

Student lockers are CCHS property and always remain under the control of the school; however, students are expected to assume full responsibility for the security of their lockers. School property is subject to search at any time by CCHS officials without notice, without student consent, without parental consent, and without a search warrant.

### *Automobile Searches*

Students are permitted to park on CCHS premises as a matter of privilege, not a right. CCHS retains authority to conduct routine patrols of student parking lots and inspections of the exteriors of students' automobiles on campus. The interiors of students' vehicles may be inspected whenever a school authority has reason to believe that illegal or unauthorized materials are contained inside. Such patrols and inspections may be conducted without notice, without student consent, without parental consent, and without a search warrant.

### *Seizure of Illegal Materials*

If a properly conducted search yields illegal or contra-band materials, such findings shall be turned over to the proper legal authorities for ultimate disposition.

## STUDENT TRANSPORTATION/DESIGNATED DRIVERS

Transportation to and from Coastal Christian High School is solely the parent/guardian's responsibility. During registration, the parent/guardian must specify who will be allowed to provide transportation for their child to and from school. Should transportation arrangement need to be altered, the parent/guardian will need to notify the school office of any changes in designated drivers. Parents/guardians must also specify if their child will be allowed to provide transportation to other students.

## CARPOOL/PARKING LOT SAFETY

### *Carpool Pattern*

At the beginning and end of the school day, parents are asked to drop off/pick up students at the front of the school building. Upon entering the gate, traffic should follow the immediate right turn and proceed toward the building so that the main entrance of the building is on the right of the vehicle. Exiting traffic should continue the same flow in the outermost lane returning to the gated exit/entrance. Outside of school drop off and pick up times, accessing parking spaces from either direction is permitted. ***Drivers are asked not to leave parked cars unattended outside of marked parking spaces.***

**Traffic is not permitted to turn right in the direction of Myrtle Grove Christian School between the hours of 8:15am and 3:45 pm.**

### *Student Driver Parking Policy*

Driving on campus is a privilege and should be regarded with the utmost responsibility. Student drivers must register their vehicles with the school office. A copy of the student's valid driver's license and proof of insurance must be provided when registering a student's car for on-campus parking.

### *Vehicle Restrictions*

Students are not allowed to keep prescription medication, tobacco, alcohol, illegal drugs, drug paraphernalia, electronic cigarettes, or weapons in their vehicles. Students are not allowed to be in their vehicles during the school day.

## CHAPERONE POLICY

Due to liability restrictions CCHS does not use parents as official chaperones for any school-related trips, even if the parent has served as a driver. In some instances, parents may be asked to *accompany* groups on school-related trips, but they may not be responsible for disciplinary issues, money, medication, or other matters of student privacy or confidentiality. These parents must undergo a background check prior to the trip. Only approved staff and coaches who have passed a thorough background check will be allowed to chaperone students on school-related trips and events. School staff and coaches are not allowed to share a room with a student during a school-related trip, nor allowed to be in a room alone with a student during said trips.

If space is available, parents are often welcome to accompany students on field trips but will not have any chaperoning responsibilities. Parents who choose to accompany their student on a school trip must pay for their own expenses. There may be a minimal charge for field trips to cover expenses. Students and parents must follow school dress code unless notified otherwise.

## REQUIRED ANNUAL AHERA NOTIFICATION

The US Environmental Protection Agency's (EPA) Asbestos Hazard Emergency Response Act (AHERA) requires all schools to inspect building materials for the presence of asbestos. AHERA excludes schools from the inspection requirement if the school was constructed after October 12, 1988 and has a signed statement from the architect or project engineer responsible for constructing the school stating that no asbestos-containing building materials were specified for use in the construction of the school. CCHS has been provided such a statement, and is, therefore, exempt from the requirement to conduct an asbestos inspection.

The EPA requires schools to annually notify families that CCHS is aware of the AHERA regulation, and that the school is in compliance. The Management Plan is available for review at any time during normal school hours. The Head of School is our designated Asbestos Program Manager and is available to answer any questions about asbestos in our buildings (910-395-9995).

## COMMUNITY SERVICE GUIDELINES AND REQUIREMENTS

The purpose of the community service requirement is to train our students to become responsible citizens as they mature into adult life and to cultivate a heart of service and faith-based outreach in our community. Galatians 6:10 states, "Therefore, as we have opportunity, let us do good to all, especially to those who are of the household of faith," and in I Corinthians 13:1-3, the apostle Paul exhorts believers that works done without love, are worth nothing.

With this in mind, every student is required to volunteer for a *minimum* of 25 hours of community service each year of enrollment. This is a graduation requirement. Additionally, the student may not receive compensation for the service rendered. It is our desire that every student would far exceed the minimum expectation. Any student falling short of the average of 25 community service hours per year may fail to graduate.

Each student is encouraged to document and submit hours from multiple sources each year. Service opportunities should be fulfilled outside of the home in conjunction with non-profit organizations. Seniors must turn in service hours by May 1 of their senior year to receive any honor due.

Community Service Forms are available under the Family Access tab on the CCHS website and upon request from the school office. Be sure to fill out forms completely. *Hours should be submitted in the same grading period as the date of service to ensure that community service hours reflected on quarterly report cards are accurate and up-to-date.* (Hours that are not submitted within the grading period will be reflected on the transcript but not necessarily on the report card.) If students submit forms with cumulative hours reported, each date of service and the number of hours served per date **MUST** be listed. Service hours submitted more than 6 months after the service date may not be accepted.

**Parent signatures will not be accepted as validation of service.** In the event that a parent was ultimately responsible for the organization or service activity, another non-parent adult in attendance may sign. This must be someone who can confirm the act of service.

Coastal Christian High School is a non-profit organization. As such, students may volunteer within the school community from time to time with administrative approval. ***To ensure that students will also serve outside of CCHS and in the surrounding community, no more than 15 hours may be awarded annually for opportunities such as team managers, musical stage/tech crew, etc.***

Lastly, clubs often require service projects for membership. For this reason, any service hours earned to maintain membership in a club will be recorded and submitted by the faculty club advisors.

## OTHER POLICIES AND PRACTICES

### CONFLICT RESOLUTION

Occasionally during the course of the year misunderstandings or problems may arise. This is often the result of a lack of communication between those involved. Parents/guardians are encouraged to follow the biblical directives given by Jesus Christ (Matthew 18:15-17 and Matthew 5:21-26). If a conflict arises between the parent and teacher or administration, the parent is encouraged to address this matter privately with the teacher or administrator. It is expected that parent, teacher, and/or administrator will treat each other with mutual respect. Complaints or problems will be handled according to the following procedures:

1. All questions, problems, or complaints should first be taken **directly to the appropriate person** (Matthew 18) before anyone else is involved.
2. If the situation is not resolved **directly with the appropriate person**, the issue should then be referred to the **next level of supervision**. (Department Head)
3. If the situation is not resolved at this level through direct contact, it should then be referred to the Head of School.
4. If a conflict with the Head of School cannot be resolved according to Matthew 18:15-17, then the parent is encouraged to contact the CCHS Board to bring about resolution. Any situation referred to the CCHS Board shall be communicated in a letter outlining the situation, the ongoing complaint about how the situation was handled by the Head of School, and an alternative resolution. The letter should be delivered to the CCHS office and will be placed in the Board's mailbox for full board consideration at the next regularly scheduled meeting. The Board will consider both sides of the ongoing disagreement and will contact the complaining party in a written communication outlining the Board's determination about how the matter should be resolved.
5. Students and parents are also asked to follow these guidelines with one another.

### PARENTAL SUPPORT POLICY

Parents are encouraged to participate in their child's high school experience. Parents are also expected to support the policies of CCHS as well as the administrative and Board decisions based on these policies. CCHS maintains the right to remove any student from its enrollment if the administration feels that the parent/guardian(s) are not in harmony with the educational philosophy and goals of the school or if the school can no longer assist the family in the nurturing of their child(ren).

### PRIVACY POLICY REGARDING SOCIAL NETWORKING SITES

Coastal Christian High School discourages parents and students from posting disparaging comments or from defaming CCHS (i.e. administration, faculty, or students). Placing disparaging comments on social networking sites is prohibited since this would be considered a violation of the Support Agreement and Conflict Resolution Procedure. Students and parents are also discouraged from committing acts of "cyber bullying" by posting messages that are threatening or harassing toward another student or employee of CCHS.

Likewise, students and parents are discouraged from committing acts of "sexting" (texting inappropriate messages of a sexual nature that is deemed as sexual harassment). Sexting and cyber bullying will be considered an Honor Code violation and will be dealt with according to the Honor Code (See STUDENT BULLYING AND HARASSMENT POLICY for further explanation). Infractions of a sexual nature may be reported to the New Hanover County Sheriff's Department.

### SEX EDUCATION

Coastal Christian High School believes that the teaching of sex education is primarily the role of the parent. Parents need to be aware that in our society students have already become sexually aware by middle school and are being bombarded by sexual images and enticement. While CCHS does not seek to usurp the God-given role of the parents to educate their child on the proper, biblical role of sex, the school will address this subject in various classes (Anatomy, Biology, and PE/Health). Parents must notify the school of any restriction regarding sex education. Coastal Christian High School supports the biblical view of abstinence before marriage and opposes all forms of sexual perversions including homosexuality.

## **SOLICITATION POLICY**

Solicitation is prohibited at CCHS. This policy will include selling of any non-CCHS related item, distribution of political or religious materials, and the circulation of petitions. Promotion (e.g. posters) of Christian-based events must be pre-approved by the Head of School.

## **STUDENT RECORDS**

All student records are kept in the office and are confidential. Teachers must use discretion in reviewing a student's record. When a student withdraws during the year, a withdrawal form must be completed. A parent or guardian must complete a request for a transfer of records before records are released. Student accounts must be current, or records and report cards will not be released. A transcript of a student's grades will be provided, free upon request, to the student's parent or guardian.

Parents who have legal custody and/or legal guardians are allowed to view relevant student files as long as they have scheduled an appointment with the Guidance Office and view the files in the designated viewing area. Student files may not be taken out of the school office or off school property by anyone. Copies of student files will be released to another school by signed request or by court order.

## **STUDENT TEXTBOOKS AND SUPPLIES**

Textbooks and supplementary books will be provided for each student as covered in the student Resource Fee. These non-consumable books are the property of CCHS and must be treated appropriately. Deliberate mutilation, defacing, or loss of any of these materials will result in full replacement price being assessed to the parents or legal guardian. Students will be issued a textbook(s) for most courses and the condition will be assessed at the beginning of the course. Textbook fines will be imposed if the condition of the textbook(s) is deemed less than its original condition when issued at the beginning of the course. Students may retain possession of "consumable" books.

General classroom supplies are not furnished by the school and are the responsibility of the parent/guardian or student to provide. Some classes may require the purchase of additional items such as calculators, novels, art materials, etc. A supply list will be provided before the beginning of the school year. In an effort to help contain the cost of a high school education, families will be asked at the start of each school term to voluntarily supply specific items that are used by the entire student body (i.e. copy paper, Expo markers, etc.).

## **VEHICLE LIABILITY**

Coastal Christian High School does not assume any liability for damage to or losses from any vehicle parked on campus during the school day or during any school sponsored extracurricular activity. Bicycles should be chained and locked, and cars should be locked at all times.

## STUDENT OPPORTUNITIES

“And whatsoever ye do in word or deed, do all in the name of the Lord Jesus, giving thanks to God and the Father by him.”

Colossians 3:17

### ATHLETICS AND FINE ARTS

Athletic competition and Fine Arts dramatic productions are a privilege at Coastal Christian High School. Athletes and Fine Arts participants represent the school to the community and must display Christian character. Students participating in athletics or fine art productions must also maintain academic eligibility. If these requirements are not met, students will be suspended from all athletic competition and/or dramatic production rehearsals until they are deemed eligible by administration.

To participate in school-sponsored sports, students must be in compliance with all required documentation. CCHS waives any liability for any student who is injured while participating in its organized sports program. To participate in a sport, a student must be enrolled full-time at CCHS, taking four or more campus-based classes, provided by the school.

#### *Academic Eligibility for Athletics/Fine Arts Participation*

A student participating in athletic competitions or fine art (non-graded) performances must not have more than one “D” and no “F” in any one course during the current quarter. Academic eligibility will be checked at the midway point in each grading period and again at the end of the quarter. A student will be suspended from participation if deemed academically ineligible. A student will remain under suspension until the administration, Athletic Director or Fine Arts Director re-checks the grades at regular, weekly (5 school days) intervals. The student will be restored to participation status when they have met the eligibility requirements.

### CHAPEL SERVICES

CCHS provides a regular chapel service for students which takes place in a whole-school setting each week. These assemblies are designed for student participation in worship, prayer, biblical instruction, drama, musical performances, and student leadership. The administration will schedule local and national speakers (i.e. pastors, youth leaders, etc.) to participate in these assemblies. Parents and visitors are welcome to attend chapel services. Students are required to attend weekly chapels and lack of attendance will be considered skipping unless a written request is made from a parent or legal guardian to excuse participation.

### STUDENT COUNCIL/HONOR COUNCIL

CCHS will have representatives from the faculty and the student body who serve on the Student Council/Honor Council for a term of one year. Up to 2 student representatives from each grade will be elected by their peers for each Council. (Final number of representatives depends on the margin of votes.) **Students applying for these Council positions should be prepared to meet the following qualifications:**

- They must have attended CCHS for at least one semester prior to applying (except freshmen).
- They must demonstrate a clear Christian testimony among the faculty and their peers.
- All applicants must have the recommendation of one faculty member and the approval of administration.
- If elected, council members will be expected to meet the grade requirements outlined in *Academic Eligibility for Athletics/Fine Arts Participation*. (However, grade checks will only be run at the end of each quarter.) If a student’s class grade drops below this minimum requirement for more than one quarter (including at the end of the course), the student will be removed from the council. An election to fill the vacated position for the remainder of the year may only take place if the grade-level is no longer represented on the council.
- Each grade level must have at least one representative on each of the Councils each year (Student and Honor).
- Applicants may not have had any serious disciplinary infractions at least one complete semester prior to applying. In the event that a Council representative undergoes disciplinary action (i.e. detention or suspension) while serving, that representative will be placed under probation until the entire council (including the Head of School) determines eligibility. If a council member is removed due to disciplinary infractions, a new representative may be elected if the grade level is no longer represented.
- Each applicant must be in “good standing” in attendance.
- All those considered for the Student Council and Honor Council must desire to live by the honor code and help maintain the code for the good of the school community.

### *Student/Honor Council Elections*

Application and student elections will take place before the end of the first quarter. Each elected representative will serve from the first quarter until the next election for their specific office takes place. Two members from each grade level may be elected to serve on each of these councils.

### *Student/Honor Council Meetings and Functions*

The Student/Honor Councils will meet periodically with their respective CCHS advisor. The functions of the Student/Honor Councils are:

- To assist in maintaining and exemplifying the CCHS Honor Code.
- To represent the student body and advise administration in ways to promote strength and honor. (*HC only*)
- To assist in planning school-wide events to promote school spirit and a sense of community i.e. Field Day, dances, etc. (*SC only*)
- To assist in cultivating an atmosphere of Christian accountability.
- To assist teachers in ensuring that each grade level maintains good stewardship practices on and around the campus.

### *The Student Council Officers:*

Student Council officers must have served on the Student Council one year prior to running for office.

- President (Jr. or Sr.)
- Vice-President (Jr. or Sr.)
- Secretary
- Up to two additional Council Member from each grade

If an officer position is not represented in elections, the Council Members will have the opportunity to fill that vacant position from the elected Grade Representatives.

## **JUNIOR-SENIOR PROM**

The Junior Class hosts a formal banquet for the Senior Class. All female students or female guests attending the banquet are required to have their dresses pre-approved by the designated dress code committee. CCHS students are allowed to bring a student guest who is not currently enrolled at CCHS if the following conditions have been met:

- The guest must be compliant to our dress and dance standard.
- The guest must complete a Prom Approval Form, which will include a character reference from a CCHS parent, a character reference from guest's high school Principal, and a signature of the guest indicating their compliance to the code of conduct.

This prom is a chaperoned event. All music must be approved by the administration. Dancing must be deemed appropriate by the administration and chaperones. Suggestive dancing that involves prolonged physical contact will not be permitted.

## **NATIONAL BETA CLUB**

Coastal Christian High School hosts a chapter of the National Beta Club—a leadership-service club for students in grades ten through twelve. The mission statement of the National Beta Club is to “promote the ideals of character, service, and leadership among elementary and secondary students, to reward meritorious achievement, and to encourage and assist students in continuing their education after high school.” This organization is a student-centered club that encourages the ideals of character, achievement, service, and leadership in a global community. Students are inducted into the National Beta Club at Coastal Christian High School based on the following criteria:

### *Leadership through Scholarship*

Initial invitations to membership are determined by year-end grade averages from the preceding year. As of the 2022-23 school year, to be eligible for induction into the CCHS chapter of the National Beta Club, a student must have a high school weighted GPA of 4.0 or higher. Members must keep a minimum weighted 3.75 GPA to maintain membership from year to year. Beta Club **Members will be expected to meet the grade requirements outlined in *Academic Eligibility for Athletics/Fine Arts Participation*. (However, grade checks will only be run at the end of each quarter.)** If a student's class grade drops below this minimum requirement for more than one quarter, he or she may lose membership through the following school year.

### *Leadership by Character*

Students considered for membership must exhibit strong, positive character. Members may not have had any serious disciplinary infractions at least one complete year prior to nomination. In the event that a member undergoes disciplinary action (i.e. detention or suspension) while serving, that member will be placed on probation for a full year. If the student maintains a clear discipline record for the probationary semester, they will return to regular membership status. Further discipline issues will result in loss of membership.

### *Leadership by Service*

**CCHS Beta Club members must be on track to meet the community service hours graduation requirement to be inducted. Beta Club members are then required to participate in a total of three Beta Club service projects throughout the year. Beta service must include one of the following events:**

- CCHS Annual Fund Banquet (early fall)
- Spring Musical (Spring- various work crews)

Other service opportunities that arise during the year will be communicated in Beta Club meetings and include:

- Orientation
- CCHS Scholarship Golf Tournament
- CCHS Open Houses
- Weekly Chapel Set-up (for a full semester)
- Campus Clean-up Events

*Failure to maintain the expectations outlined above will result in probationary status or loss of membership.*

## **NATIONAL HONOR SOCIETY**

Membership in the National Honor Society (NHS) is one of the highest honors that can be awarded to a high school student. Our CCHS chapter has worked hard to bring the accomplishments of outstanding students to the attention of parents, teachers, peers, and the community. Our chapter seeks to give practical meaning to the Society's standards of scholarship, service, leadership, and character. These four ideals are considered as the basis for selection. No student is inducted simply because of a high academic average. The National Honor Society strives to recognize the total student—one who excels in all these areas. The standards used for selection are:

- **Scholarship:** minimum 3.9 cumulative average on an unweighted 4.0 scale.
- **Leadership, Service, and Character** as demonstrated by activities and teacher evaluations.

Membership, however, is more than an honor. It is an ongoing responsibility and an obligation to continue to demonstrate those outstanding qualities that result in a student's selection. Membership also carries a responsibility to the chapter. Students are expected to:

- Attend monthly meetings
- Participate in chapter sponsored community service
- Represent the values designated by the CCHS Honor Code
- Maintain their qualifying scholastic average

*Failure to maintain the expectations outlined above will result in probationary status or loss of membership.*

## **MENC TRI-M HONOR SOCIETY**

The Choral department conducts a chapter of Tri-M, creating students to be “**Modern Music Masters.**” Choral students in Tri-M, work towards becoming leaders in the music community.

**Basic Requirements:** *A more detailed membership requirement can be obtained from the Choral teacher.*

- Candidates for Tri-M must be enrolled in a CCHS music performance course for one school year, and maintain a “B” average.
- Candidates must maintain a “C” average or higher in all other classes.
- Candidates must not have had any serious disciplinary infractions (i.e. Saturday detention or suspension).
- Candidates must participate in Tri-M activities/events before being considered for membership.

Each Tri-M candidate who has successfully met the admissions requirements will be inducted into the society in the fall. Each Tri-M member must maintain academic, participation, and disciplinary requirements in order to remain in good standing.

## STUDENT-SPONSORED CLUBS

Students are encouraged to start interest clubs (i.e. Surf Club, Art Club, FCA, “4:16 Covering” prayer group, etc.). To start a student-sponsored club, interested students must obtain a club application from the front office. Completed applications must be submitted to the Dean of Students for consideration. Administration will notify the club leaders of their approval or denial.

All student-sponsored clubs must identify their purpose, leadership, and function. Each club is encouraged to perform at least one community service act as part of their charter. All student clubs last for one complete school term and must be renewed each new term. Club renewal follows the same application process as previously described. Club representatives or advisors may not open social media accounts in Coastal Christian High School’s name or use any CCHS logos without written administrative approval.

## PARENT INVOLVEMENT OPPORTUNITIES

### CCHS BOOSTER CLUB

#### *Mission*

The CCHS Booster mission is to promote CCHS pride by enabling faith-based excellence in Athletics for the glory of God.

#### *Purpose*

As a support organization, the purpose of the Booster Club is to support the athletic program of Coastal Christian High School. The club meets four times annually. The club engages in fund-raising activities in support of these programs. The club also promotes the interaction of CCHS families in athletic and fine arts events. The club is supported in part by an annual membership fee. The success of the club is dependent upon the active membership and participation of all parents and families. Booster club members receive discounts to all athletic activities. For additional information, contact the Head of School's office.

#### *CCHS Booster Officers' Job Descriptions*

##### **President:**

- To preside over all Booster Club meetings that will be scheduled at least once per quarter
- To oversee the creation and implementation of a yearly budget
- To lead fellow Boosters in supporting CCHS athletics events
- To assist in fund-raising efforts to enhance the school's athletic program
- To communicate with school administration regarding Booster events
- To represent the Booster Club membership at designated CCHS executive Board meetings

##### **Vice-President:**

- To preside over Booster Club meeting when the President is absent or no longer able to perform his or her duties
- To assist in the creation and implementation of the yearly budget
- To receive funding requests from the Athletic Director and Fine Art Director
- To assist in promoting Booster events and athletic events
- To assist in the fund-raising efforts of the Booster Club to enhance the school's athletic program

##### **Secretary:**

- To record minutes of all Booster meetings
- To schedule Booster events and programs
- To write up the yearly budget that the President, Vice-President, and Treasurer created
- To produce a yearly event calendar for Booster Club activities and events
- To communicate Booster events to parents and local solicitors

##### **Treasurer:**

- To assist in the creation of the yearly Booster Club budget
- To maintain a Booster Club expense account and provide accurate accounting of all Booster Club expenditures
- To ensure that all Booster Club events are properly funded
- To assist in the collection of Booster funds from Booster and athletic events
- To oversee the proper designation of funds

### PERFORMING ARTS LEAGUE (PAL)

#### *Purpose*

- To promote and encourage a cooperative relationship among the administration, faculty, parents, students, and the local community in the performing arts programs
- To procure funds to provide financial support of the performing arts programs
- To be an advocate in all matters pertinent to performing arts
- To promote the artistic development of students in the performing arts and
- To promote and coordinate support for productions

As a support organization, PAL shall have no control over CCHS departments and their productions.

## *PAL Officers' Job Descriptions*

### **President**

- To preside at all meetings of the PAL
- To prepare an agenda with input from the Executive Board and CCHS administration for PAL meetings
- To chair the Executive Board
- To appoint, with the approval of the Executive Board, any chairperson to committees and be a member ex-officio of all committees
- To work with the faculty liaison to coordinate all fundraising activities

### **First Vice-President**

- First in line of succession to the office of President, both in temporary and permanent standing
- To publicize activities, achievements, and other performing arts-related information to the community
- To oversee all special projects as directed by the Executive Board

### **Second Vice-President**

- Primary responsibilities are for membership promotion and maintenance within the program
- To be responsible for the annual membership drive and all membership records
- Coordinate and facilitate all special membership privileges
- Work with the Treasurer to ensure membership dues are deposited and properly credited to the organization
- Work with the Secretary to coordinate an email and mail system to facilitate communication amongst all PAL members

### **Secretary**

- To keep the minutes and action items of all Executive Board and general meetings
- To keep a current copy of the bylaws and file a current copy with the CCHS administration
- To review the bylaws annually and consider all recommended revisions
- To maintain appropriate social correspondence
- To keep a copy of Roberts Rules of Order for general reference during all Executive Board and general membership meetings
- To work with Second Vice-President to facilitate communications to members via email and mail systems

### **Treasurer**

- To receive all money collected, issue receipts, and work with CCHS Treasurer to insure all deposits are made in an appropriate and timely manner
- To disperse funds at the recommendation of the Fine Arts Director, Executive Board members, or committee chairs as budgeted and approved by Executive Board
- To maintain separate accounting records for each department/project supported by PAL
- To provide general financial reports to the Executive Board members and general membership as requested
- To provide statements of account standing to all members on a regular basis (at least annually)
- To prepare annual budget and present to general membership for approval in May
- To work with CCHS administration to supply financial data necessary under the law

## **CHARITABLE GIVING**

Coastal Christian High School is registered with the IRS as a 501(c)(3) non-profit corporation. As such, we can receive tax-deductible contributions to further our mission in our community. *Tuition* is not considered a tax-deductible contribution. Those interested in making a tax-deductible contribution are encouraged to meet with the Development Director or Head of School.

## ASSOCIATIONS AND AFFILIATIONS

### *Association of Christian Schools International (ACSI) and Cognia.*

In an effort to provide educational excellence, Coastal Christian High School is an accredited member of ACSI and Cognia.

### *National Art Honor Society*

The National Art Honor Society is designed by the National Art Educators Association to support and recognize students who have shown outstanding abilities in art. The NAHS program supports student members in their goal of attaining the highest standards in visual arts, and brings visual arts education to the attention of the school and community.

### *National Beta Club*

Coastal Christian High School was granted a charter in 2008 to begin a local chapter of the National Beta Club. The National Beta Club is a student-driven, community service focused, and leadership development organization ([www.beta.org](http://www.beta.org)). Membership qualifications are addressed in the STUDENT OPPORTUNITIES section of this handbook.

### *National Honor Society*

The National Honor Society (NHS) elevates a school's commitment to the values of scholarship, service, leadership, and character. NHS chapters are found in all 50 states, US Territories, Canada, and around the world. Chapter membership not only recognizes students for their accomplishments but challenges them to develop further through active involvement in school activities and community service ([www.nhs.us](http://www.nhs.us)). Membership qualifications are addressed in the STUDENT OPPORTUNITIES section of this handbook.

### *North Carolina Department of Non-Public Education (NCDNPE)*

Coastal Christian High School is registered with the NCDNPE and exceeds the basic educational and organizational requirements set forth ([www.ncdnpe.gov](http://www.ncdnpe.gov)).

### *North Carolina Independent Schools Athletic Association (NCISAA)*

As of the summer of 2011, Coastal Christian High School is a member of the NCISAA, which offers opportunities for athletic competition against other independent schools from across the state. CCHS participates in the 3A Division.

While formerly a member of the Coastal Rivers Conference (CRC), since the fall of 2023, CCHS is a member of the Coastal Plains Independent Conference (CPIC).

### *Music Educators of North Carolina (MENC)*

In an on-going effort to offer excellence in fine arts, CCHS' choral department is a member of MENC ([www.menc.org](http://www.menc.org)).

### *Quill & Scroll Honor Society*

Members, at the time of their recommendation, must meet the following requirements:

1. They must be of freshman, sophomore, junior or senior classification.
2. They must have the equivalent of a B grade average, or be in the upper third of their class in general scholastic standing, either for the year of their election or for the cumulative total of all high school work.
3. They must have done superior work in some phase of journalism or school media work. They may be staffers of a magazine, newspaper, yearbook, news organization, online site or radio/television station at the school, or one conducted by an external organization.
4. They must be recommended by the supervisor or by the committee governing the media.
5. Their recommendation must be approved by the Quill and Scroll Associate Director.

### *Tri-M*

The Choral department conducts a chapter of Tri-M, creating students to be "Modern Music Masters." Choral students in this organization work towards becoming leaders in the music community.

Thank you for taking the time to review the Parent/Student Handbook and for adhering to the policies as outlined in this manual. Any questions or concerns that you might have should be directed to the appropriate administrative team member.

(Updated for the 2024-2025 School Year Aug.6 2024)