



CONWAY
CHRISTIAN SCHOOL
Mind. Heart. Service.

2015-2016

Parent-Student Handbook

Conway Christian School | 1200 Medlen Parkway, Conway South Carolina 29526
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MISSION AND BELIEFS

Our Mission

To educate students by integrating academic excellence with a Christian worldview, equipping them to impact their world for Christ and for the Glory of God.

What We Believe

The following statement, based upon the historic Christian view that the Scriptures were verbally inspired and without error in the original writings, is the basic doctrinal position on which Conway Christian School operates. Faculty members and administrators, while free to interpret Scripture on secondary doctrine with diverging views, must share a common acceptance of this basic statement of faith. Nothing contrary to this statement will be taught either in the classroom or in chapel services.

1. The Bible is the inspired Word of God, the written record of His supernatural revelation, final in its content, and without any errors in its teaching.
2. All men in their natural state are lost, alienated from God, spiritually dead; "All have sinned, and fall short of the glory of God." (Romans 3:23)
3. Salvation is only by grace, a free gift of God, through faith in the Lord Jesus Christ, who died for our sins according to the Scriptures (Ephesians 2:8-9, I Corinthians 15:3) Those who receive Christ by faith have their sins forgiven (Ephesians 1:7), their hearts cleansed (Acts 15:9), are born of the Spirit, become children of God (John 1:12, 13), are made new creations in Christ (II Corinthians 5:17).
4. God is One God, Who reveals Himself in three Persons (the Trinity), Father, Son and Holy Spirit. Jesus Christ, as the Scriptures affirm is the Son of God and the Son of Man, was born of a virgin, and is Himself very God. The Scriptures also declare the deity and personality of the Holy Spirit.
5. Our Lord Jesus rose from the dead in the same body that was laid to rest in the tomb (John 20:25-27). The bodies of all believers who die will be raised from the dead, and they will receive an incorruptible body like unto His glorious body (I Corinthians 15:53, Philippians 3:21). All other men shall be raised unto the "resurrection of judgment" (John 5:28-29).
6. Christians, born of the Spirit, are to live the new life in the present power of the Spirit. "If we live by the Spirit, by the Spirit let us also walk." (Galatians 5:16-25, Colossians 2:6). The Christian's responsibility and his normal attitude of life is to yield himself to God, trusting God to keep him (Romans 6:13, 12:1-2).
7. Christian "living" includes Christian service, the winning of souls around us, and the preaching of the Gospel unto the uttermost parts of the earth. In carrying on this work there is needed the supernatural power of the Holy Spirit which is granted to every believer as he yields and trusts (Acts 1:8, I Corinthians 12:7, Ephesians 3:20, Acts 5:32). And in all of this service, prayer is to have the central place (John 14:12-14, Ephesians 6:18-19).
8. Jesus Christ will come to earth a second time (Hebrews 9:28), personally (Acts 1:11, Colossians 2:9); visibly (Matthew 26:64, Revelations 1:7).

CHRISTIAN SCHOOL PHILOSOPHY

Our Philosophy

The purpose and educational philosophy of Conway Christian School are based on three timeless principles:

1. **Biblical Authority:** Since the Bible is, as set forth in the Statement of Faith "...the inspired Word of God, the written record of His super-natural revelation, final in its content, and without any errors in its teaching...", it is the reason for the existence of Conway Christian School. The Bible, then, is the final authority in all matters of faith and practice at Conway Christian School.
2. **Traditional Philosophy:** This is the kind of education that was carried on from the beginning of world history until the era of scientific psychology (c. 1859). It has always taken its guidance from common sense, philosophical thinking grounded in common sense, and (for Jews and the Christian era) the Bible. Since these sources are not constantly changing, this kind of education has remained basically the same down through the ages (adapted from *The Successful Christian School* by A.A. Baker).
3. **Education of the Whole Person:** Conway Christian School seeks to educate the complete student in soul (mind, emotions and will) spirit and body. Thus education consists of:
 - a. spiritual training initially with the Biblical message of God's Law (Exodus 20:1-17) and the Gospel of Jesus Christ (I Corinthians 15:3-4) with the goal of change (II Corinthians 5:17) and, by God's grace, the transformation of the student (Romans 12:1-2) by means of "All Scripture..., given by inspiration of God, and is profitable for doctrine, for reproof, for correction and for instruction in righteousness..." (II Timothy 3:16)
 - b. academic training in the areas of language (i.e. effective reading, writing, and speaking according to the conventions of the culture and universal laws of logic) and subject matter (i.e. history, literature, science, mathematics, music, art); and
 - c. character training "that the man of God may be complete, thoroughly equipped for every good work" (II Timothy 3:17). God's Word directs us to do everything to the glory of God (I Corinthians 10:31), so the Christ-centered school seeks excellence in all areas of achievement. This approach encourages an emphasis on quality in every academic discipline, in all extra-curricular activities and, especially, in the personal character of each student at Conway Christian School.

Our Purpose

The goal of Christian education at Conway Christian School is the development of individuals who possess a Biblical worldview, understand God's purpose for their lives through the Lord Jesus Christ (i.e. to glorify God and to enjoy Him for eternity), who are articulate, knowledgeable and ethical, with the potential of living successful lives and making worthwhile contributions to family, church community and nation for the glory of God.

Our Core Values

Christ-Centered

- Jesus is the Way, the Truth, and the Life
- Christ is the image of the invisible God...all things were created by him and for him...He is before all things, and in him all things hold together
- We purpose to know Christ and to become like Him
- We seek Christ's pre-eminence in all things

Academic Excellence

- Our teaching is in harmony with Scripture
- We prepare students for college, career, life, and eternity
- Our education meets or exceeds State/National standards
- We use proven, effective teaching methods
- We strive for our students to perform at their full potential

Loving Community

- We love one another as Christ first loved us
- We delight in God's grace, extend it to others, and foster its growth
- We practice accountability and uphold one another to high standards
- Our students are committed to building community and serving others

Life-Changing Education

- Changing lives for the Glory of God is the goal of our education.
- We seek growth of the whole person: intellectually, spiritually, physically, and socially
- We cultivate joyful, respectful obedience in students
- We help students discover their life's purpose and equip them to fulfill it with excellence

Our Learning Goals

Maturing Christians who are able to...

- define and defend a Biblical worldview
- study, learn, and apply Scripture
- understand God's cumulative and progressive revelation through Scripture
- recognize and utilize spiritual gifts and human talents

Critical and Creative Thinkers who are able to...

- access and assess data with a disciplined approach
- recognize problems and develop plans to solve them
- learn independently
- investigate beyond the obvious, distinguish fact from opinion, and integrate various disciplines

Effective Communicators who are able to...

- comprehend and retain information through listening and reading skills
- organize and express effectively through verbal and written communication
- express themselves through the arts, athletics, and media
- use appropriate forms of current technology

Responsible Citizens who are able to...

- evaluate various viewpoints, belief systems, and cultures in today's world
- develop and maintain proper relationships (with peers and authorities)
- take personal responsibility and accept consequences for life choices
- serve and impact their community with a Biblical worldview
- demonstrate a knowledge of general life skills
- live healthy lives, including appropriate nutrition and physical fitness

Covenant between Home and School

God has given parents the privilege and responsibility to rear their children to become Godly men and women based on Biblical truth. At Conway Christian School, we desire to partner with parents as we stand together against the secular tide of our culture and nurture our students in the pursuit of righteousness. We, in turn, need parental support and participation in our efforts in the following areas:

Academic Growth

Our goal is to encourage your child to embrace a love of learning. You can help by ensuring your child's consistent school attendance, and by seeing to it that your child completes assigned work in a careful, thorough, and timely manner.

Character Growth

We are committed to partnering with parents to exhort students to develop character and conduct that honors God, and to reinforce their efforts as they strive to meet this goal. We especially need your support when our staff challenges and encourages your child in the area of character.

Communication

We have a core value of open, honest, two-way communication with our families. We know you desire to have a realistic picture of your student's progress academically, physically, emotionally, morally, and spiritually as we see it at school. Our goal is to keep you as a parent informed of your student's progress. We will also schedule conferences as needed to meet with you personally, and we will contact you immediately when any pressing concern arises. Likewise, we need you to contact us with your concerns and questions. Direct communication is Biblical, eliminates confusion, and prevents further problems.

Conflict Resolution

As a Christ-centered community of learners, we are committed to handling concerns, complaints, and conflicts Biblically (see Matthew 5:21-24 and 18:15-17). This allows God to resolve the concern and to help us overcome differences in a God honoring manner.

Biblical Steps to Resolving Conflict:

- **Pray about it.** Ask God to help you express your grievance in such a way that it will result in the glory and growth of His kingdom and the strengthening of our school. Before you act, read and meditate on such passages as Ephesians 4:1-3 and Colossians 3:12-13.
- **Express it promptly.** After serious prayer and thoughtful consideration, if you feel that the Lord is leading you to make a suggestion or share a concern, do so with the love of Christ and don't procrastinate. Harboring a grievance can cause ill feelings and friction that undermine unity within the body of Christ. Jesus says that we cannot properly worship or serve God if there is a disagreement between us and someone else (Matthew 5:23-24).

- **Tell it to the right person.** If you have a concern, share it with the appropriate person and avoid engaging in gossip (Prov. 16:28; 26:20).

Follow the principle of Matthew 18:

Level 1: Parent/Student and Teacher: a conference is set up to discuss the matter at hand; both parties are to make every effort to solve the problem here;

Level 2: School Administrator: if the problem cannot be solved at Level 1, the parent/student and teacher will agree to take the problem to the school administrator who shall set up a conference with all involved parties, listen to both sides of the situation, and attempt to offer a solution to the problem; the administrator will not intervene until Level 1 has been concluded;

Level 3: Board of Directors: the Board of Directors believes that most difficulties encountered can be worked out at Level 1 or 2. The Board elects to allow the administrator to be the final step in areas discussed in the school handbook where there are specific guidelines given and consequences stated. In rare situations, it may become necessary for a situation to be appealed to the Board. If so, the "appeal" is to be made in writing to the school administrator who will take the matter to the board. The board may elect to allow the decision of the administrator to stand or to hear the matter themselves. If they do this, all parties will be allowed to speak to the board and a decision will be rendered by that body. The decision of the Board is final.

The board will not hear a matter or render a decision until Levels 1 and 2 have been completed. Parents who are unwilling to abide by this procedure should withdraw their student from the school.

Cooperative Spirit

Conway Christian School believes that a positive and constructive working relationship between the school and a student's parents/guardians is essential to the accomplishment of the school's educational mission. Conway Christian School accordingly reserves the right to terminate or not renew a student's enrollment contract if the school reasonably concludes that the actions of a parent or guardian make this type of positive and constructive relationship impossible or otherwise seriously interfere with Conway Christian School's accomplishment of its mission.

Parents' Responsibility

Parents and guardians are asked to cooperate with the school in the following areas:

- Students should attend class daily as required.
- Students should be on time and should have appropriate transportation.
- Parents should assist students in the learning process as needed.
- Parents should be appropriately involved in resolving student-related issues.
- Parents should support the school's efforts to provide a Christ-centered education.

- Parents should support the school dress code and encourage the students to dress modestly and appropriately.

Individual Development

We consider it a blessing to share in the education of your child. As Ecclesiastes 4:12 states, “a cord of three strands is not quickly torn apart.” Our goal is to reinforce your family and your church as you seek to raise your child “in the way he should go.”

ADMISSIONS

Attendance at Conway Christian School is a privilege, and admittance is by application only. Acceptance, including terms and conditions, is determined by administration. Applications are available online by visiting conwaychristian.org, and must be completed.

The enrollment process is as follows:

1. Submit an online application, up-to-date immunization record, most recent report card, and all other forms requested in the enrollment packet.
2. Following a review of the completed application packet, the school will arrange for a meeting with the parents and Admissions Committee.
3. The school reserves the right to administer an entrance exam to the prospective student.
4. An acceptance decision is made by the Admissions Committee and is communicated to the prospective family.
5. After admission is granted, student's family must complete online enrollment process including attention to financial matters.

Biblical Teaching

Conway Christian School teaches students from a Biblical worldview. Parents acknowledge and agree that their child will receive instruction in every subject from a Biblical perspective, consistent with the Bible and the school's Statement of Faith. Parents and guardians must agree to support the school's Christian mission and philosophy, including the Biblical instruction provided to students enrolled at Conway Christian.

Special Needs

While the majority of students are able to perform grade level requirements, we recognize that students come to us with a variety of abilities, gifts, and talents. Conway Christian School does not, at this time, maintain a program for those with moderate to severe special needs. There are some academic/behavioral challenges that can be addressed in the private school setting; however, some students and their families may need help beyond what is offered at our school.

Non-Discrimination Policy

Conway Christian School admits students of any race, color, sex, national 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, sex, national or ethnic origin in the administration of its hiring policies, educational policies, admissions policies, or school programs.

FINANCIAL

Conway Christian School seeks to keep tuition affordable; therefore it is vital that tuition payments be made on time. We utilize the services of FACTS Tuition Management to manage tuition and fees in order to accomplish this goal. Please see the school office or conwaychristian.org for instructions on creating your FACTS account.

Acceptable methods of payment are: checking or savings account automatic draft, VISA, MasterCard, American Express and Discover. **A convenience fee of 2.75% will be added to payment for all credit or debit cards.**

FACTS Policies

1. Any account that pays tuition in installments throughout the year will use the service of FACTS Tuition Management for automatic debit from the account of your choice.
2. In the case of a returned FACTS payment, a \$30 FACTS Returned Payment Fee will be automatically deducted within 5 days of the date the payment was returned. Returned payment fees are payable to FACTS for each payment attempt that is returned. NSF fees from your bank may also be incurred.
3. Any changes to your FACTS account are made through the school. If you need to change information such as address, phone number, e-mail address or banking information, contact the Financial Secretary.
4. If there is a need to change the payment date or payment amount, you must contact the Financial Secretary who will notify FACTS if any changes are to be made. ALL changes must be received by the Financial Secretary at least five (5) business days prior to the payment date in order to affect the upcoming payment.
5. An account becomes delinquent with three attempted and failed FACTS payments. Delinquent accounts may cause a student to be removed from school unless the parents agree to written alternative arrangements as deemed appropriate by Administration.
6. School records including report cards and transcripts may be withheld for any student with a delinquent account. Students with outstanding tuition balances will not be allowed to graduate from CCS without consent of the Board of Directors. If a student enters school after the first two weeks of the new school year, tuition is assessed for the actual days enrolled. However, the Curriculum & Technology Fee is not prorated.
7. If a student withdraws from school after the first FACTS payment has been deducted but within the first two weeks of school starting, a \$40 FACTS fee and the amount for the Curriculum & Technology Fee will be deducted from the amount of the FACTS payment(s) to be refunded.
8. If a student withdraws from school after the second week of the new school year, tuition is assessed for the actual days enrolled. However, if a refund is necessary, the equivalent of one month's tuition is non-refundable and will be deducted from that balance. The parent will be billed for any outstanding balance of fees.

Refunds

Refunds for tuition due to early withdrawal will be given to those parties who have paid the tuition in full at the beginning of the year. Attendance of any portion of the month will require full tuition payment for that month. The registration and/or enrollment fee is non-refundable. Book fees and curriculum and technology fee will only be refunded if the child is withdrawn prior to August 1st. After August 1st and before the first day of school, half of the amount paid will be refunded. After the first day of school, no portion of fees paid will be refundable. Tuition is non-refundable if the student was present any day during the month.

ATTENDANCE

Regular attendance is vital to the student's success in school. Consistent attendance and promptness are essential for a student to be successful. Attendance at school provides the student with a classroom experience that is comprised of participation in class activities and direct instruction conducted by classroom teachers. All instruction is a part of a designed program that leads a student in the necessary progress and development to ensure success.

School Hours

School doors open at 7:15 a.m. with teacher supervision provided for the students. School begins at 8:00 a.m. and students are expected to arrive on time. Arrival, drop-off, and pick-up procedures will be available on ParentsWeb at the beginning of the school year. Elementary School is dismissed at 2:40 p.m. and Middle and High School is dismissed at 3:00 p.m. Please do not detain the teacher at the opening or closing of class. If you wish a conference, please call the office or email the teacher directly.

Absences

Elementary students who arrive after 10:00 a.m. but before 12:00 p.m. will be considered absent a half-day. Middle and High School students who miss more than 15 minutes of class will be considered absent. All absences fall into two categories: Excused and Unexcused. It is not the prerogative of a parent to excuse an absence. A parent/guardian has 72 hours to notify the office of a student's absence; after that time the absence will remain unverified. After five consecutive days of illness, a doctor's note indicating the nature of the illness may be requested. **Credit may be withheld for classes if student has more than ten (10) days with unexcused absences.**

Excused Absences -An "excused" absence is an absence with the knowledge and consent of parents and school due to a personal illness (requires doctor's excuse), serious illness in the family, death in the family, school-approved trips, medical or dental appointments (requires doctor's excuse), and court appearances.

Unexcused Absences -An absence for any other reason other than those listed above will be considered "unexcused" regardless of parent knowledge and consent. More than 10 (ten) unexcused absences in a school year may result in retention in that grade.

Pre-Arranged Absences

While pre-arranged absences are "unexcused absences," make-up assignments may be completed with advance arrangements. If a student's academic grades are "C" or higher, parents may request a student be absent for family business. Pre-arrangement should be made directly with each teacher. Students are allowed three excused absences for college visits during each of their junior and senior years. Pre-arrangement of college visits must be made with guidance office.

Make-Up Work

When an excused absence occurs, the student is responsible for any classwork missed and must arrange with the teacher to make up assignments, tests, or quizzes. All make-up work must be returned within a time period equal to the length of the absence. For a one-day absence, make-up work is due back within 24 hours. For example, a student absent on Tuesday, who returns to school Wednesday, will have until Thursday to submit their work. **If a student does not pre-arrange an unexcused absence via e-mail or letter to a teacher, make-up work may not be accepted and/or tests or quizzes may not be allowed to be made up.**

Middle/High School students should contact a classmate from home or check RenWeb if to view class work/homework assignments prior to their return from illness. All long-term projects, book reports, term papers, etc., must be turned in on the assigned date even if the student is absent on that day. Failure to do so may subject the project to a letter grade deduction for each day late excluding weekends.

Absences Due to Athletic and Extracurricular Participation

Students who miss any class periods due to participation in athletics or other extracurricular activities are still responsible to turn in work due and pick up homework and classwork assigned for every class period missed on the day of the absence. All work given is due on the following day.

Attendance and Extracurricular Participation

In the case of unexcused absence, a student will not be allowed to participate in extracurricular activities, including sports practices and games, play rehearsals and shows, clubs, and all other extracurricular activities.

24-Hour Policy

If a student experiences a fever of 100.0° F or greater, vomiting, or diarrhea, the student must remain home until symptoms have been gone for 24 hours. In such cases, a doctor's excuse must be provided for absence to be considered excused.

Late Arrival/Early Dismissal

Elementary students who arrive after 10:00 a.m. but before 12:00 p.m. will be considered absent a half-day. Early pick-up will result in unexcused absences. Parents must escort any student arriving late on campus to the office to obtain and sign a tardy slip before the student will be admitted to class. Students arriving tardy for Bible class will be required to stay in office until class has ended. High school students will be absent for each individual class missed. No student may leave school without permission of the parent and administration. **Study hall at the end of the day is not an excuse to leave without permission.** Students and/or parents must sign in and out of school in the main office. Failure to sign out before leaving will result in an unexcused absence. A student found leaving campus without signing out will be referred to administration.

Tardiness

Students are expected to be punctual for all events, especially class. Tardies will be treated as disrespect for the teacher, other students, and the standards of the school in general. A student is tardy if they are not properly seated by the time class is scheduled to begin. Students arriving to school after 8:00 a.m. must be signed in at the school office by a parent or guardian before going to class. **Three (3) unexcused tardies will result in one (1) unexcused absence. In addition, credit may be withheld for classes if student has missed too many days with unexcused absences and tardies.**

Student Supervision

Students who have the option of leaving early due to no seventh period class and choose to stay on campus must be in the agreed-upon location under proctor supervision. Students who do not abide by this policy will be subject to discipline. This policy will be strictly enforced for the safety of the students.

While on Campus

Conway Christian School has a closed campus policy. Once students arrive at school they may not leave until the school day is over, unless approved by the administration and a parent. In addition, closed campus means that students may not leave for lunch unless permission is granted by administration with parent/guardian approval. Family members and pastors are allowed to eat lunch with students. All guests visiting our campus are required to obtain administrative clearance through the school office. The school reserves the right to limit or deny access to any visitor whose presence would compromise the safety of our school or disrupt its operation. Guests must dress in accordance with the dress code guidelines and must wear a visitor's badge while on campus.

Guests who attend "open events" (e.g., Homecoming, sports games, musical productions, etc.) must adhere to the guidelines of this handbook.

Extended School Day (ESD)

Extended School Day (ESD) begins at 12:00 p.m. for K3-K4 and at 3:00 p.m. for K5-6th grades and ends at 5:30 p.m. promptly. Any pick up after 5:30 p.m. will be charged stated late fees. **Persistent abuse of this pick-up time will result in the request for withdrawal from extended school day.**

Any student on campus after 3:00 p.m. will be checked into extended school day and parents will be billed accordingly. If a student is participating in an after-school activity, they must be picked up at the completion of the activity or be checked into extended school day.

Please be aware that our extended school day staff are instructed at risk of their positions to verify the identification of any person picking up a student from their care. No person will be allowed to pick up a student unless their name appears on the Pick-up Authorization list in RenWeb (parents can access and edit this information as needed), and they have proper

identification if asked to show it. Security of our students is foremost in our minds, and we only hope that you will appreciate the degree of precaution that we show in our extended school day procedures.

Withdrawals and Transfers

Any student who withdraws must complete the necessary forms with the school office. Prior to withdrawal, all library books and school property must be returned and all accounts must be paid in full.

ACADEMICS - ELEMENTARY

When God created the world, He spoke it into being. To understand God’s creation, we must seek to discover how the disciplines we study fit into God’s creation and His plan for man. All too often we attempt to make God fit into our own plan. At Conway Christian we take a Biblical worldview approach to learning. All truth is God's truth.

Subjects Taught

| <u>Kindergarten</u> | <u>1st Grade</u> | <u>2nd Grade</u> |
|---|---|-----------------------------------|
| Bible | Bible | Bible |
| Language Arts: Phonics/Reading | Language Arts: Phonics/Reading | Language Arts: Phonics/Reading |
| Reading Comprehension | Reading Comprehension | Reading Comprehension |
| Manuscript Writing | Manuscript/Cursive Writing | Cursive Writing |
| Language | Language | Spelling |
| Science | History/ Geography | Language |
| Social Studies | Science/ Health | History/ Geography |
| Math | Math | Science/ Health |
| Music | Music | Math |
| Physical Education | Physical Education | Music |
| Art | Art | Physical Education |
| Computer | Computer | Art |
| | | Computer |
| <u>3rd Grade</u> | <u>4th-6th Grade</u> | |
| Bible | Bible | |
| Language Arts: Phonics/Reading/Comprehension | Language Arts: Reading/Comprehension | |
| Cursive Writing | Creative Writing | |
| Spelling | Spelling | |
| Language | Language | |
| History/Geography | History/Geography | |
| Science/Health | Science/Health | |
| Math | Math | |
| Music | Music | |
| Physical Education | Physical Education | |
| Art | Art | |
| Computer | Computer | |

Bible Instruction

Four (4) regular class periods per week will be devoted to Bible instruction. This class will include a systematic study of the Word of God, memorization of scripture, and written assignments.

Students will be taught application and performance as with other subjects.

All students must have their own Bibles and will be expected to have them for class work.

Students will need to bring their Bible from home. Acceptable translations are King James Version (KJV) and New King James Version (NKJV).

Music Instruction

Students are introduced to various aspects, including instruments, theory and practice, vocalization, and general music fundamentals. Student participation in the musical programs is required and will be factored into the report card grade for that grading period.

Library

Conway Christian School has a student library. The students are taught early how to use and respect the library and its contents. Use of the library is an integral part of our reading enjoyment and enrichment program. The library is available to Student for research and class projects.

Computer Lab

Conway Christian School has a designated computer lab. Classes will have access to the computer lab on a regular schedule. Activities are designed to enrich or reinforce lessons taught in the classroom.

Weekly Chapel

Chapel services are held weekly. These services include singing, prayer, special music, guest speakers, and/or classroom presentations. Students will be required to sit with their classes. Parents may and are encouraged to attend chapel services.

Grading Scale

Students in grades K5-6 will be graded by employing the following numerical scale:

| | <u>Letter Grade</u> | <u>Percentage</u> |
|---------------|---------------------|-------------------|
| Excellent | A | 93-100 |
| Good | B | 85-92 |
| Average | C | 77-84 |
| Below Average | D | 70-76 |
| Failing | F | 0-69 |

Homework

Teachers may assign homework when it is necessary to further student learning and/or provide an additional means of student assessment. Any work not finished in class may be considered additional homework.

All assignments are due the next day unless the teacher has directed otherwise. Students who have missed school due to illness may have an extension of time (e.g., one day missed gives one day extension of time).

In elementary classes, there is not a minimum or maximum required amount of assigned homework. A good general rule is a maximum of 30 minutes for grades K–2 and 45 minutes per night for grades 3–5. The amount assigned will include reading time.

In keeping with our commitment to supporting church participation, we will seek to limit the amount of required homework on Wednesdays. Whenever possible, weekend homework will not be assigned. Typically, homework will not be assigned immediately prior to a holiday break to be completed during vacation time. While long-term assignments may be due after a vacation, and a student may choose to use that time for homework, the teacher will make sure that enough time has been allowed without having to use vacation time.

Report Cards and Progress Reports

Teachers may request a conference with parents at any time they deem it necessary to discuss grades, class progress and/or behavior and attitude. Likewise, any time a parent sees a need to set up a conference with a teacher, that parent should contact the school office or the teacher directly for a date and time mutually acceptable.

Official report cards are available online via ParentsWeb at the end of each 9-week period for all of grades K–6. Report cards are not mailed or sent home. It is the responsibility of the parent to monitor the progress of their student. An email notification will be sent at the end of each 9-week period notifying parents that report cards are available. Progress Reports are available in real-time online via ParentsWeb and are used to communicate the student’s progress at any point during the semester. This report is not part of the student’s permanent record (report card).

Honor Roll

Honor Rolls are announced at the end of each nine week period.

The two categories of Honor Rolls at Conway Christian School are determined as follows:

1. **GOLD EAGLE HONOR ROLL** consists of all A’s in all academic subjects with a good conduct grade.
2. **SILVER EAGLE HONOR ROLL** consists of all A’s and B’s with a good conduct grade.

The best practices for excelling academically are:

- faithful attendance and punctuality
- listening well and taking good notes in class
- asking questions
- maintaining good study habits
- completing all assigned work neatly, correctly, and punctually

- participating fully in class discussions and projects
- communicating with teachers individually as soon as problems arise

In the event of a student's absence, **all makeup work must be turned in according to previously stated policy.**

Academic Probation

Academic Probation is defined as the period in which students whose grades have fallen below a numerical grade average of 77 within any given 9-week period are required to show academic progress over a period of time as determined by administration. During this time the teacher and administration will evaluate the student. Every effort will be made to work with the student and to enlist the cooperation of the parents.

If after academic probation, a student's academic work has not shown sufficient progress, the administration will review the student's records and determine eligibility to advance to next grade level or continue to attend Conway Christian.

Achievement Testing

Standardized tests are administered to students in grades 1–6 during April. These tests measure the student's progress annually and the results are shared with the parents.

ACADEMICS - MIDDLE AND HIGH SCHOOL

Grade Point Average and Rank in Class

Every student's grade point average (GPA) is computed each semester, and a cumulative GPA record is kept by the school office. Class rankings are based on the cumulative academic GPA (academic cumulative GPA excludes physical education and teacher/classroom aide grades) at the end of each academic year, 9th – 12th grades.

Valedictorian and Salutatorian

In determining the Valedictorian and Salutatorian, the cumulative academic GPA is used. In order for a student to be recognized as the Valedictorian or Salutatorian, the student must have attended Conway Christian School three (3) out of four (4) high school years.

Valedictorian and Salutatorian will write a speech addressed to their fellow graduates on a topic of their choice with final approval by administration.

Academic Probation

Academic Probation is defined as the period in which students whose grades have fallen below a grade point average of 2.0 within any given 9-week period are required to show academic progress over a period of time as determined by administration. During this time the teacher and administration will evaluate the student. Every effort will be made to work with the student and to enlist the cooperation of the parents.

If after academic probation, a student's academic work has not shown sufficient progress, the administration will review the student's records and determine eligibility to continue to attend Conway Christian. Both academic progression and citizenship will be evaluated.

The first time in a school year a student is placed on probation, the following action step will occur:

1. There will be a meeting with student, parents, and teachers.
2. The student is placed on probation.

The second time the student is placed on probation, action steps 1-2 will be taken plus:

3. The family is required to engage a tutor.
4. The administrative committee will review the student's file to determine if the student will be eligible to continue for the current year and/or return for the following year.

It should be noted that athletic eligibility is determined by each nine week period, and for students to be eligible, they must have a 2.0 academic GPA at the end of each nine week period. Academic GPA does not factor in Study Hall grades. Any student with a numerical average falling below a 77 in Bible class will not be eligible for participation in any extra-curricular activities.

To avoid any “surprises” during the school year, the following line of communication will be followed.

1. All grades are accessible all year through RenWeb. Parents are encouraged to carefully monitor their child’s progress.
2. Halfway through each nine week period, progress reports are sent by e-mail through RenWeb.
3. The progress reports will be closely monitored by the administration, and any student who is in danger of academic probation or currently placed on academic probation will be contacted to help support the student and parents.
4. The guidance counselor will monitor probationary students closely and offer help as needed.

Academic Guidance

Conway Christian School shall provide an academic counselor for students in grades 9–12. The counselor shall assist students in preparing for college by providing information about the following: required testing, college admissions, college fairs, and scholarships. The counselor will meet with students and parents as necessary to assist them in planning for the student’s higher education.

Graduation Requirements

Students are expected to carry a full-time load and take all required classes for graduation. Conway Christian School adheres to the High School Diploma requirements set forth by the South Carolina Department of Education and recommendations for college admission set forth by the South Carolina Commission on Higher Education. The 24 unit requirements for graduates exceeds the requirements of most major universities and colleges. These requirements and recommendations will be updated regularly and will be disseminated in the student handbook and are also available from the Academic Dean.

South Carolina Diploma Requirements

| | College Prep |
|-------------------------------|--------------|
| English/Language Arts | 4.0 |
| Mathematics | 4.0 |
| Science | 3.0 |
| U.S. History and Constitution | 1.0 |
| Economics | 0.5 |
| US Government | 0.5 |
| Other Social Studies | 1.0 |
| Computer Science | 1.0 |
| Physical Education/ROTC | 1.0 |
| Occupational Specialty | 0.00 |
| Foreign Language | 1.0* |
| | 7.0 |

**Although South Carolina only requires one unit for graduation nearly all 4-year colleges require two units of a foreign language and some require three units.*

A student may not march at graduation or receive their diploma until all requirements for graduation are completed. This includes all course work satisfactorily finished, all credits received, and all fees paid.

A requirement of the school is that each student takes a prescribed Bible or Bible-related class each year of attendance at CCS. These will make up a portion of the requirement for electives needed for graduation.

PACE Program

The Program for Accelerated College Enrollment (PACE) provides opportunities for high school seniors to get a head start on college. At times, there may be juniors who are selected to participate in the PACE program. Through the cooperation and endorsement of the Horry and Georgetown County School Districts and the respective high schools, the PACE program enables qualified high school students to meet high school graduation requirements while taking college credit courses. The PACE program offers college credit courses at any of the three campuses of Horry-Georgetown Technical College. Dual-credit allows a PACE student to apply the college credit earned at Horry-Georgetown Technical College towards high school graduation requirements. Seniors at Conway Christian will be given the opportunity to enroll in the Pace program. Each PACE student has admissions requirements that must be satisfied before a high school student can enroll as a PACE student. Students must also receive approval from administration as well as subject area teachers in order to enroll. Students enrolled in the PACE program are responsible for the cost of tuition, books and all other expenses associated with the PACE program. ***PACE students are responsible for requesting transcripts be sent to the college they will be attending at the end of the academic year.*** PACE students who provide the guidance counselor with their transcripts will be given dual credit (college and high school) and will be entered on their high school transcript with the same weighted equivalency as AP courses.

South Carolina Grade Point Conversation Table

| Average | Grade | College Prep | Honors | PACE/Dual Credit |
|---------|-------|--------------|--------|------------------|
| 100 | A | 4.87 | 5.37 | 5.87 |
| 99 | A | 4.75 | 5.25 | 5.75 |
| 98 | A | 4.62 | 5.12 | 5.62 |
| 97 | A | 4.50 | 5.00 | 5.50 |
| 96 | A | 4.37 | 4.87 | 5.37 |
| 95 | A | 4.25 | 4.75 | 5.25 |
| 94 | A | 4.12 | 4.62 | 5.12 |
| 93 | A | 4.00 | 4.50 | 5.00 |
| 92 | B | 3.87 | 4.37 | 4.87 |
| 91 | B | 3.75 | 4.25 | 4.75 |
| 90 | B | 3.62 | 4.12 | 4.62 |
| 89 | B | 3.50 | 4.00 | 4.50 |
| 88 | B | 3.37 | 3.87 | 4.37 |
| 87 | B | 3.25 | 3.75 | 4.25 |
| 86 | B | 3.12 | 3.62 | 4.12 |
| 85 | B | 3.00 | 3.50 | 4.00 |
| 84 | C | 2.87 | 3.37 | 3.87 |
| 83 | C | 2.75 | 3.25 | 3.75 |
| 82 | C | 2.62 | 3.12 | 3.62 |
| 81 | C | 2.50 | 3.00 | 3.50 |
| 80 | C | 2.37 | 2.87 | 3.37 |
| 79 | C | 2.25 | 2.75 | 3.25 |
| 78 | C | 2.12 | 2.62 | 3.12 |
| 77 | C | 2.00 | 2.50 | 3.00 |
| 76 | D | 1.86 | 2.36 | 2.86 |
| 75 | D | 1.72 | 2.22 | 2.72 |
| 74 | D | 1.57 | 2.07 | 2.57 |
| 73 | D | 1.43 | 1.93 | 2.43 |
| 72 | D | 1.29 | 1.79 | 2.29 |
| 71 | D | 1.14 | 1.64 | 2.14 |
| 70 | D | 1.00 | 1.50 | 2.00 |
| 69 | F | 0.87 | 1.37 | 1.87 |
| 68 | F | 0.75 | 1.25 | 1.75 |
| 67 | F | 0.62 | 1.12 | 1.62 |
| 66 | F | 0.50 | 1.00 | 1.50 |
| 65 | F | 0.37 | 0.87 | 1.37 |
| 64 | F | 0.25 | 0.75 | 1.25 |
| 63 | F | 0.12 | 0.62 | 1.12 |
| 0-62 | F | 0.00 | 0.00 | 0.00 |

South Carolina Scholarships

Life Scholarship

The LIFE Scholarship is a merit-based scholarship program which provides funding for scholarships in the amount of \$5,000 per year to eligible undergraduate students attending four-year colleges or universities in South Carolina and the cost of tuition and fees per year for 30 credit hours or its equivalent for students attending a two-year or technical college. Students must meet two of three of the following criteria to qualify for LIFE scholarship:

- Have a 3.00 final high school grade point average based on the Uniform Grading Policy.
- Have a minimum SAT test score of 1100 or ACT test score of 24.
- Have graduated in the top 30% of your high school graduating class.

Hope Scholarship

The HOPE Scholarship is a merit-based scholarship program which provides funding for scholarships in the amount of \$2,800 for the first year of enrollment for full-time students who meet the eligibility requirements below:

- Must not be receiving Palmetto Fellows or LIFE scholarships.
- Have a 3.00 final high school average based on the Uniform Grading Policy.

Palmetto Fellows Scholarship

The South Carolina Palmetto Fellows Scholarship is \$6700 for a student's first year, and \$7500 for the second, third, and fourth years. The SC Palmetto Fellows Scholarships is an academic merit-based scholarship program awarded by the SC Commission on Higher Education. High school seniors that have a 3.5 GPA, are in the upper 6% of their class, and scored 1200 on the SAT or 27 on the ACT or seniors that have a 4.0 GPA, regardless of class rank, and scored 1400 on the SAT or 32 on the ACT should contact their guidance counselor for nomination information. Only students that have been nominated and awarded through the Commission on Higher Education will receive Palmetto Fellows Scholarships.

Community Service

Community service is very important to the mission of our school. All students must complete twenty (20) hours of community service each school year they are enrolled in Conway Christian School in order to graduate. Community service records will be maintained and monitored by Bible teacher. All community service projects must be approved by Bible teacher.

Grades

The grade given in any course represents the teacher's assessment of the degree to which the student has achieved the goals and objectives of the course. It represents the teacher's professional judgment of the quality of the student's work and the student's degree of mastery. No grade may be changed by an administrator unless a clerical or mechanical mistake, fraud, bad faith, or incompetence can be identified. All work must be submitted at or before the final examination period for the course according to the deadlines set by the teacher. Work and assignments for a course will not be accepted after the final examination period.

Grading Scale

Students in grades 7–12 will be graded by employing the following numerical scale:

| | <u>Percentage</u> | <u>College prep*</u> | <u>Honors*</u> |
|---------------|-------------------|----------------------|----------------|
| Excellent | A (93-100) | 4.00-4.87 | 4.50-5.37 |
| Good | B (85-92) | 3.00-3.87 | 3.50-4.37 |
| Average | C (77-84) | 2.00-2.87 | 2.50-3.37 |
| Below Average | D (70-76) | 1.00-1.86 | 1.50-2.36 |
| Failing | F (63-69) | 0.12-0.87 | 0.62-1.37 |
| Failing | F (0-62) | 0.00 | 0.00 |

Homework

Teachers may assign homework when it is necessary to further student learning and/or provide an additional means of student assessment. Any work not finished in class may be considered additional homework.

All assignments are due the next day unless the teacher has directed otherwise. Students who have missed school due to illness may have an extension of time (e.g., one day missed gives one day extension of time).

In Middle and High School, advanced level and honors classes may require a greater amount of homework. To help prepare students for the rigor of college, independent reading assignments and student accountability for the material will increase progressively through the high school years, especially in grades 11–12.

In keeping with our commitment to supporting church participation, we will seek to limit the amount of required homework on Wednesdays. Whenever possible, weekend homework will not be assigned. Typically, homework will not be assigned immediately prior to a holiday break to be completed during vacation time. While long-term assignments may be due after a vacation, and a student may choose to use that time for homework, the teacher will make sure that enough time has been allowed without having to use vacation time.

Report Cards and Progress Reports

Teachers may request a conference with parents at any time they deem it necessary to discuss grades, class progress and/or behavior and attitude. Likewise, any time a parent sees a need to set up a conference with a teacher, that parent should contact the school office or the teacher directly for a date and time mutually acceptable.

Official report cards are available online via ParentsWeb at the end of each 9-week period for all of grades 7–12. Report cards are not mailed or sent home. It is the responsibility of the parent to monitor the progress of their student. An email notification will be sent at the end of each 9-week period notifying parents that report cards are available. Progress Reports are available in real-

time online via ParentsWeb and are used to communicate the student's progress at any point during the semester. This report is not part of the student's permanent record (report card).

Repeating Courses

Some courses may be repeated for credit; others may only be taken once. Consult the school guidance counselor for more details.

Final Examinations

A final examination schedule is in effect during the closing days of each semester. The purpose is to provide students the best opportunity to perform well on final examinations during an extended uninterrupted class period. Final examinations should be taken seriously, and students should make every effort to achieve their highest potential. In addition, all textbooks and other school property must be returned at the end of the class term prior to taking final examinations in the spring.

Prior arrangements must be made with the teacher and counselor in order for a student to take a final examination outside of the scheduled examination period. If a student is scheduled for a final examination after the scheduled examination period, the student will be given the grade earned with the final examination calculated as a zero (0). A grade change will be made, if appropriate, after the teacher has evaluated the examination and recalculated the grade. Final examinations requiring class participation may not be taken outside of the scheduled examination period.

Honor Society

In order to reward scholarship and encourage service, CCS inducts students each year into the National Honor Society who excel academically and exemplify leadership outside the classroom.

A high school student is eligible for induction if he meets the following criteria:

1. Student's cumulative GPA must be 3.50 or above.
2. Student must be recommended for induction by the high school faculty. This recommendation is based on the student's character, leadership, and a willingness to serve.

Achievement Testing

Standardized tests are administered in grades 7–11. These tests measure the student's progress annually and the results are shared with the parents.

STUDENT CONDUCT

General

We expect the highest in Christian behavior and attitude at Conway Christian. We do not expect everyone to live under a lengthy system of burdensome laws; however, we do expect everyone to strive for the higher standard of grace reflected by respect toward others, thoughtfulness, unselfishness, and the fruit of the Spirit. (Galatians 5:22)

The following “laws” are given simply as a “tutor” to the greater law of love.

1. Respect for Authority
2. Respect for Other Students
3. Respect for School Property

These are the three laws from which all others are derived. They should be discussed at home with the parents. They also will be discussed within the classroom early in the year. In addition to these three, the following specifics are necessary to help the school run smoothly and safely and in a Godly manner.

1. Students are not to damage or deface school property; this includes all textbooks. Damaged property will be repaired or replaced and the cost charged to the student’s account.
2. Students are not to use profane or vulgar language, or act in a disorderly manner.
3. Students are not to steal, cheat, or lie (misrepresent the truth).
4. There is to be no gum chewing during school hours. Candy and other foods may not be eaten in the classroom except on special occasions or with the teacher’s permission.
5. Skateboards, knives, articles resembling weapons, matches or lighters, and firecrackers or other types of incendiary devices or explosives are not allowed.
6. MP3 players, iPods, toys, video/electronic/battery operated games, etc., are not to be brought to school or to any school function unless instructed to do so by a teacher. If any of the above-mentioned items are brought to school without the teacher’s permission or instruction, they will be confiscated by the staff or administration and returned to the student’s parent.
7. Students are not to fight, kick, hit, shove, bite or spit on each other. Students are expected to keep their hands and objects to themselves and respect others’ personal space and privacy.
8. Use or possession of tobacco, or illegal drugs is not permitted at any time or place. Disobedience will result in immediate disciplinary action.
9. Running or shouting in the hallways is strictly forbidden.
10. On the playground students are not to:
 - a. Play tackle football
 - b. Climb on, over, or lean on fences and gates
 - c. Kick balls against or onto any part of the buildings

- d. Throw rocks, dirt, or anything else that can cause injury
 - e. Continue to play after recess has ended
 - f. Use jump ropes for other than jumping rope
11. Students are not to be any place on campus where they do not have permission to be.
12. General classroom standards are:
- a. Be respectful of the teacher and all other adults in authority
 - b. Be respectful of all other students (keep hands and objects to yourself)
 - c. Sit in assigned seat if applicable.
 - d. Pay attention to the teacher or person who is speaking
 - e. Do not throw anything
 - f. Wait for permission to speak and refrain from interrupting the speaker
 - g. Be ready for class with proper books, paper, pencils, pens, etc.
13. Any other conduct that would bring dishonor or discredit to the student, the student's testimony, to the school or school's testimony or otherwise violate the expectations that students demonstrate a Christ-like life is prohibited. Additionally, the school prohibits either the promoting or encouraging of others to violate the school's standards.

Plagiarism, Cheating and other Breaches of Academic Integrity

Our purpose is to help develop wise leaders of strong Christian character, and part of the development of Christian character includes the ability to maintain academic integrity. Plagiarism is cheating, and is not acceptable in any class or on any assignment.

Plagiarism (i.e. submitting another's work as one's own) includes, but is not limited to the following:

- Copying another student's work or previously published material or ideas from any source and submitting them as one's own
- Copying an author's work without citation
- Making alterations to words or the order of words from another source and submitting them as one's own

Below are examples of cheating and academic dishonesty:

- Copying another student's work, including electronic and visual mediums
- Recycling previous work
- Providing homework to another student
- Disclosing and/or distributing material related to quizzes and tests
- Submitting information copied from the Internet
- Contributing to the academic dishonesty of another student
- Changing answers after work is graded to present it as improperly graded
- Using/possessing disallowed material during a quiz or test to gain an advantage
- Lying to a teacher regarding work submitted, excuses, grades, or other information
- Dishonest actions as reported by the teacher

- Submitting work as one's own that was produced by unauthorized collaboration on assignment designed to be completed independently (*see note below)

*Students are often encouraged to discuss their responses to assigned work with peers. Meaningful discussion often leads to deeper insight and helps students make personal connections with subject matter. All written work produced as a result of these discussions and shared inquiries, however, must be generated independently. Students must not write assignments together or share work written by one student unless it is authorized for the group to submit one paper as a group.

Students who engage in plagiarism and other forms of cheating will be confronted. Cheating defeats the basic purpose of an education and will have significant consequences. **Cheating will result in zero (0) credit on the assignment and disciplinary action such as demerits and/or suspension.**

Anti-Harassment / Non-Violence

Conway Christian School expressly prohibits any form of sexual, racial, or other harassment, whether in or out of school, directed towards others. If a student believes another individual has harassed them, they should report the alleged harassment to a teacher or administrator. The school will initiate an investigation into any complaints and based upon the investigation, contact parents, and/or initiate disciplinary action.

The following provides additional information concerning some of the types of behavior that would constitute improper harassment:

Conway Christian also expressly prohibits, both in and out of school, any violence, threats of violence (even if joking), fighting, or the use, possession, or bringing to school of any weapon. The school takes all threats or potential threats of violence seriously. Accordingly, threats of harm to others or the school, even if in jest or joking, will be considered a violation of this policy. Any violation of this policy is grounds for immediate disciplinary action, including, but not limited to suspension or expulsion and reporting to law enforcement authorities. Students who overhear or otherwise become aware of any violation of this policy should report the violation to a teacher or administrator.

Discipline

Obedience to Conway Christian rules and respectful compliance to the direction of Conway Christian faculty, staff, and administration is expected at all times. Conway Christian students are expected to exhibit behavior that is supportive of scriptural guidelines and the school's mission and policies. Consequences levied for not exhibiting such behavior are meant to be formative, not punitive, in nature. Students may be held accountable for behavior both on and off campus, including when school is not in session. The Conway Christian administration retains at their sole

discretion the prerogative to assign specific consequences up to and including suspension/expulsion.

Possible Infractions May Include:

1. Class disruption
2. Excessive tardiness to, sleeping in, or skipping of class, chapel, advisor groups, or domestics
3. Using electronics when not permitted
4. Disobedience, disrespect, and/or insubordination
5. Lying
6. Cheating/Plagiarism
7. Stealing
8. Destruction or misuse of school property or another student's property
9. Fighting
10. Harassment or Bullying
11. Inappropriate language or behavior (e.g. foul, disrespectful, abusive, or crude language and/or gestures) - including on social media
12. Not speaking English during school hours (excluding foreign language coursework)
13. Dress code violation
14. On-campus driving and/or parking violation
15. Leaving campus without proper permission
16. Possession or use of weapons on campus
17. Possession or use of alcohol, tobacco products, or other drugs
18. Possession or use of pornographic material
19. Inappropriately touching another person
20. Sexual impropriety, immorality, and/or harassment

Additionally, being a party to another's wrongdoing is just as serious as actually committing the offense. Actions such as hiding something for someone, concealing the truth to protect another person, giving or selling illegal or unacceptable items to someone, and/or enticing others to act contrary to the rules or expectations of Conway Christian School are subject to disciplinary action.

Disciplinary Procedures

Conway Christian is systematic in its approach to discipline. The steps outlined below are typical when responding to a situation where a student fails to follow the primary expectations of a Conway Christian student: respect, responsibility, integrity, stewardship, and/or compassion. However, the administration reserves the right to elevate the level of response to a specific disciplinary situation up to and including suspension and expulsion at their sole discretion. Additionally, certain offenses (e.g. cell phones in class, cheating/plagiarism, campus wear violations) have separate and specific response guidelines outlined elsewhere in this handbook.

Step 1: Conway Christian faculty or staff will address incorrect student behavior by, at a minimum, conversing with the student regarding primary expectations and/or school policy. The Conway Christian faculty or staff member will record the offense and response in RenWeb.

Step 2: Conway Christian faculty or staff will address incorrect student behavior by, at a minimum, conversing with the student regarding primary expectations and/or school policy and contacting parents via email. The teacher will then record the offense and response in RenWeb. The Conway Christian faculty or staff member may additionally choose any of the following courses of action:

- A parent-teacher conference
- A 30 minute student-teacher conference before or after school
- Other appropriate consequences at teacher discretion

Step 3: Conway Christian faculty or staff will refer incorrect student behavior to administration after notifying the student and parents of the referral. Following a meeting with administration, any of the following courses of action may be taken:

- A parent-teacher conference with administrative presence
- Lunch detention(s) served with the Dean on duty
- A 3-hour Saturday Work Detail, including a \$30 fine
- Suspension from participation in all or specific athletic and/or extra-curricular activities for a designated period of time
- In-school suspension
- Out-of-school suspension
- Behavioral contract between student, parent(s), and Conway Christian
- Other appropriate consequences at administrative discretion

Step 4: Repeated offenses in one general category are considered serious violations of school policy illustrating a student's inability or unwillingness to follow Conway Christian rules and respond to correction. Such repeated offenses are major disciplinary offenses and often result in suspension, expulsion, or other serious consequences.

Saturday Work Detail

Students assigned to a Saturday Work Detail will meet from 9 a.m. to 12 noon. Manual labor and/or academic work will be assigned. **Students who are assigned Saturday Work Detail will be charged \$30 to defray the cost of supervision. If a student fails to show up for a Saturday Work Detail then the student will serve an in-school suspension the following Wednesday and will pay a fine of \$30.** If the student fails to show up for in-school suspension, he/she will not be allowed to return to school until the in-school suspension has been served.

In-School and Out-of-School Suspension

If an in-school suspension (ISS) is assessed, manual labor and/or academic work will be assigned in the morning. The student will be required to write an essay reflecting on the circumstances warranting suspension and a plan to avoid a recurrence in the future. This essay will then be discussed with the administration. A student serving an ISS will not be allowed to participate in extra-curricular activities (e.g. events, games, meetings, or practices) on the same day. Students serving an ISS will be required to make up tests, quizzes, and all classwork missed during the ISS.

If an out-of-school suspension is assessed, the student will be required to write an essay reflecting on the circumstances warranting suspension and a plan to avoid a recurrence in the future. This essay must be discussed with the administration prior to a student's return to school. A student serving an out-of-school suspension will not be allowed to participate in extra-curricular activities (e.g. events, games, meetings, or practices) on the same day. Students serving an out of school suspension will be required to make up tests, quizzes, and all classwork missed during the day of out of school suspension..

Expulsion

A student who has demonstrated an unwillingness to cooperate with the school through habitual disobedience and insubordination by maintaining an unrepentant, negative attitude or through any single major disciplinary offense, may be dismissed from Conway Christian School. Immediate out-of-school suspension and possible expulsion may be expected from the following offenses:

- Possession of knives, firearms, or any other weapons on campus, or at any school function
- Possession or use of alcohol, illegal drugs, and/or abuse of prescription or nonprescription
- drugs on or off campus
- Any misdemeanor or felony on or off campus
- Sexual immorality on or off campus
- Communicating a threat to another person or the Conway Christian community

The administration may, at its own prerogative, choose to allow a student to withdraw in lieu of expulsion if circumstances warrant. A student who has been expelled may apply to return to Conway Christian after one full semester. Evidence of changed behavior and positive references will be considered in a re-application, but there is no guarantee of re-admission.

A student who has been expelled from Conway Christian may not return to the Conway Christian campus for any reason, except the following:

1. If accompanied by his or her parent(s) or guardian(s) to apply for re-admittance.

2. If accompanied by opposing coaching staff to compete in an athletic contest on the Conway Christian campus, if expelled student is a member of an opposing team.

Students who have been expelled from Conway Christian may not attend Conway Christian sponsored events or athletic contests on the Conway Christian campus as spectators. An expelled student may appeal to the administration in writing at least one week in advance for an exception to this policy, if the student believes circumstances warrant. Exceptions to this policy are at the sole discretion of Conway Christian administration.

Disciplinary Appeals

A student may appeal any disciplinary action after the student has spoken directly with the faculty member or administrator who assigned the consequence (in keeping with Matthew 18). This gives the student an opportunity to explain the circumstances and listen to the faculty member's response. If the student still wishes to appeal, an appeal can be submitted to the assistant principal. Suspensions may be appealed to the principal. Expulsions may be appealed to the principal and a committee of the board of directors.

Student Privacy

While Conway Christian will make every effort to preserve student dignity and protect general student privacy, students cannot expect absolute privacy. Conway Christian reserves the right to search student lockers and student personal belongings/possessions (e.g. clothing, bag, vehicle, digital files, electronic devices, etc.) if there is reason to suspect contraband, inappropriate materials, and/or any materials, substances, or information that could pose a safety risk to students or that may be illegal to possess. Every effort will be made to have the student present during any search, and at least two Conway Christian employees will be present during a formal search.

Repentance and Reconciliation

When a student voluntarily chooses to come forward and confess to a Conway Christian faculty or staff member his/her involvement in a misdemeanor or felony on or off campus, sexual immorality, or use of alcohol or drugs, the opportunity for reconciliation may be available. Consequences (such as suspension, drug testing, counseling, and other measures of accountability sometimes including expulsion) can be expected with offenses of this nature, but students who have confessed and repented may be allowed to continue their enrollment at Conway Christian if fruits of repentance are evident. Whether a student will be allowed to continue at Conway Christian, be required to withdraw from Conway Christian for a predetermined length of time (e.g. one full semester), or be expelled from Conway Christian will be based on an evaluation by the administration taking into account both the individual(s) and the school as a whole.

Disciplinary Probation

Disciplinary probation will be based on continued deliberate disobedience, repetition of office referrals, or committing a serious breach of the student conduct code inside or outside of the school which may have an adverse effect on the school's testimony in the community. The lack of parental support in dealing with a student's disciplinary problems may also be a cause for disciplinary probation.

A student on disciplinary probation may not participate in any extracurricular activities. The length and terms of the probation will be determined by administration. If the student does not meet the terms of the probation within the required time, the student may be expelled from Conway Christian School. Parents are expected to support the school by helping to curb inappropriate behavior when notified.

DRESS CODE

At Conway Christian School we agree that our appearance, inside and out, is a reflection of God in our lives to those we encounter. Dress and grooming at Conway Christian School should be characterized by neatness, modesty, and moderation. The purpose of appropriate dress is to show honor to others, focus on the heart, and not regard dress as simply a matter of individual expression. *Conway Christian School reserves the right to determine what is immodest, immoderate, extreme, or otherwise unacceptable in clothing and hair style.*

Dress and Grooming Guidelines for ALL Students

1. Hair is to be neat and clean. Hair color should resemble a natural hair color. Male students hair must be above the collar.
2. Good hygiene is crucial. Students' physical appearance and clothes should be clean.
3. Shoes must be safe, practical, and worn at all times. Slippers and flip-flops are not permitted. Sandals must have a strap on the back. Athletic shoes are required for P.E.
4. Hats should not be worn inside buildings.
5. Garments should not be extreme—torn, cut-off, holes, or excessively tight or loose.
6. Undergarments must be worn inside outer garments, and must not be visible.
7. Clothing with suggestive or inappropriate writing, slogans, pictures, emblems, etc. that are contrary to God's Word or a Christian lifestyle are not permitted.
8. No athletic shorts, sweat pants, stretch pants, yoga pants or warm-ups are permitted, unless part of team uniform worn on game day.
9. No body markings/tattoos should be visible at any point.
10. Earrings are permitted for female students only. Body piercings are not permitted.
11. All shirts must have sleeves. Sleeveless attire is not permitted with the exception of elementary girls who are permitted to wear sleeveless tops (spaghetti straps or tank tops are not permitted).
12. Appearance and apparel should be age appropriate.

K-3 and K-4 students may wear shorts and long pants. We do ask that their clothing be modest and allow them to be self-sufficient.

Dress Code for Pre-K (K3-K4) Students

CCS understand the unique needs of young children and their need to be self-sufficient. We give parents of younger children the lenience in dressing their student as they deem necessary. We do ask that your K3-K4 student comply with our standard of modesty and neatness.

Dress Code for Elementary (K5-6th) Male Students

1. Shirt tails must be tucked in neatly.
2. Shorts are permitted. Athletic shorts are not permitted.

Dress Code for Elementary (K5-6th) Female Students

1. Jeans, pants, dresses, shorts and skirts are permitted and must be loose-fitting enough to provide modesty when sitting, walking up stairs, or casual activity. Dresses, shorts and skirts should be at least 2" below fingertip length.
2. Elementary girls who are permitted to wear sleeveless tops with the exception of spaghetti straps or tank tops which are not permitted.
3. Athletic shorts are not permitted.

Dress Code for Middle and High (7th-12th) Male Students

1. Faces are to be clean-shaven.
2. Belts must be worn.
3. Turn-down collared shirt must be worn at all times. Shirt tails must be tucked in neatly.
4. Young men must wear slacks or jeans that fit appropriately, neither too tightly nor too loosely.
5. Shorts are not permitted except for P.E.

Dress Code for Middle and High (7th-12th) Female Students

1. Jeans, pants, dresses and skirts are permitted and must be loose-fitting enough to provide modesty when sitting, walking up stairs, or casual activity. Skirts, dresses, and P.E. shorts should be at least 2" below fingertip length.
2. Necklines of tops should be modest and not low enough to expose any cleavage or undergarments. Necklines should not gap or hang open when the student bends over. No midriff (front or back) should be visible at any time.
3. No imprinted t-shirts allowed.
4. Shorts are not permitted except for P.E.
5. Make-up should be stylish and neat but not excessive.

Dress Code for Formal Events

The formal dress standards are provided to promote a sense of Christian modesty and an appropriate environment for students.

Female Students:

All dresses must be checked and approved by school administration for modest appearance. No low cut, revealing attire, low-cut backs, dresses with open lacing sides or with cut-out back will be permitted.

Male Students:

Male students must wear coat, tie and dress shoes. Jeans are not permitted.

The same dress standards are required for any non-CCS students attending these events.

School administration reserves the right to alter the dress code as needed and to interpret this policy in the best interests of the school and to rule on unforeseen circumstances as they may occur. Final authority on dress code issues rests with the school administrator.

Dress Code for SCISA Sponsored Events

Conway Christian School requires all students in all grade levels to adhere to the South Carolina Independent School Association's dress code for student activities. The guidelines are as follows:

- **Female Students:** Dress clothes are required for participation in SCISA Student Activities.
- **Male Students:** Dress clothes with tie are required for participation in SCISA Student Activities.

Note for all students: No jeans or shorts will be allowed in SCISA sponsored events.

GENERAL INFORMATION

Cell Phones

Cell phones may not be used or powered on during class periods. Conway Christian School will not assume liability for loss, damage or theft of a cell phone.

Class Parties

Classroom parties are a part of the fun of school but must be kept within reason. Any communication sent home to parents regarding these parties must be cleared through the teacher and administration before they are copied and distributed. We do not emphasize holidays or aspects of holidays that are not Biblical such as Halloween, Santa Claus, and the Easter Bunny. Private birthday party invitations are permitted as long as you invite all the boys, or all the girls, or the entire class. We do not want anyone of the same gender as your child to feel left out. The school is not responsible for any party or function that has officially been approved or sponsored by Conway Christian School.

Field Trips

Any time students leave the campus for sports events, field trips, or any other school sponsored trips; they are expected to maintain the same responsible behavior as on campus. On these trips, Conway Christian School is being represented and we would expect that school standards be followed. Teachers, parents, bus driver, and other chaperones are in charge and should be obeyed at all times. The supervising teacher is the final authority on all matters. We welcome parent participation in these outings and will always make sure there are proper parent/student ratios before leaving campus.

Parent and chaperone guidelines will be required to be read and signed prior to each field trip. To ensure that our students are adequately chaperoned, younger siblings will be prohibited from attending field trips provided for Conway Christian School students. Depending on destination and length of stay, permission slips for each student may be required to be signed and returned by parents.

Contracted buses and drivers will always be used in compliance with state laws if bus transportation is required. All parents driving non-family students are required to complete volunteer driving application.

Chaperones and students will be required to follow the Conway Christian School dress code while involved in activities of the school.

First Aid

First aid for minor injuries will be given at school. In case of more serious accidents or sudden illness, the parent is notified. It is essential that emergency contact information is accurate in RenWeb. Please make changes as needed within your ParentsWeb account. We would encourage

a parent to have two (2) emergency numbers available to the school at all times. The school office cannot:

1. Treat old wounds
2. Treat skin diseases (itch, impetigo, poison oak, etc.)
3. Treat pink eye
4. Diagnose illness

Students must be readmitted to class through the school office after being absent due to any contagious diseases or conditions (e.g., chicken pox, head lice, measles, pink eye, impetigo, etc.).

Prescription and Non-Prescription Drugs

School employees giving medication to a student must follow specific written directions from a physician or dentist; e.g., Tylenol, cough drops/syrup, eye drops, inhalers, etc. Medication (in the original prescription container) can be given through the office only if a properly signed doctor's form is submitted to the school office (form available in the school office).

Students are not allowed to have medication in their possession at school. This practice provides for the safety of all students on campus. The only exception to this policy is if the student's well-being is in jeopardy unless the medication, such as an inhaler for asthma, is carried on the student person. If an inhaler is to be carried at all times by your child, a properly completed/signed doctor's form must be submitted to the school office (form available in the school office).

The administering of medications during school hours on a regular basis must be the responsibility of the student or their parents. Office staff or teachers are not responsible for the systematic administering of medications either at school or on field trips.

IMPACT Team - Parent Volunteers

Parental involvement is very important at Conway Christian School. Individuals Making Partnerships and Coming Together (IMPACT) is our parent volunteer program which, extending and enriching the ministry of CCS.

Involved parents use their special abilities and gifts by serving in various roles listed below. The IMPACT Team strengthens and enhances the overall school program. In addition, the IMPACT Team assists the school in fostering closer relationships between CCS families. Our main focus is to serve, support, love and pray for our CCS teachers, faculty and families.

Below are several areas in which you are a parent are invited to volunteer:

| | | |
|------------------------|----------------------------|----------------------------|
| Fundraising | Golf tournament | Sports team transportation |
| Book fairs | Room moms/dads | Sports/Awards banquets |
| Collection of box tops | Field trip chaperones | Yearbook advertising |
| Hospitality committee | Special event chairpersons | Professional services |

Event security
Car washes

Alumni relations
Snack bars

Community relations
Prayer

Please note that all volunteers are required to agree to a background check and attend volunteer orientation.

Insurance

All students are to be covered under their parents' medical insurance policy. The insurance policy carried by Conway Christian School is secondary only to the parents' policy.

Lunch

Parents may send their child to school with a packed lunch or they may pre-order lunches online through ParentsWeb. Payment for lunches ordered online will be automatically drafted from your FACTS account through the incidental billing option. **Due to time constraints and limited ability to assist students, students bringing a packed lunch to school may not be able use the microwave.**

Personal Property

All personal belongings of our students should have identification labels on them. All abandoned personal articles will be placed in lost and found (and donated to charity if not claimed in a timely fashion). Please make it a habit of checking this location at least weekly. Conway Christian School is not responsible for personal property brought to school or school-sponsored activities.

Pets

Pets are not permitted on the campus unless your student's classroom is having a pet activity and the pet has been cleared through the teacher and administration prior to being brought to school. Pets are never permitted on campus during drop-off and pick-up times.

Physical Education

All students attending Conway Christian School must participate in P.E. A note from a parent will excuse a student for up to three (3) days. For a longer duration a note from a doctor must be on file in the office. If a student has a medical excuse from P.E., the student may not participate in the afterschool sports program for the duration of the excuse.

Tobacco-Free Campus

Conway Christian School is a tobacco-free campus and prohibits the use of tobacco and smokeless products by its staff, faculty, parents and students. This policy applies to both on-campus and off-campus school sponsored events.

Conway Christian School Policy or Procedure Modification

The school reserves the right, in its sole discretion to alter, repeal, amend, or modify any policy or procedure, when it is determined to be in the best overall interest of the school. Students and

parents agree to abide by any such future changes or modifications to school policies and procedures.