



An Episcopal School For Boys

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INTRODUCTION

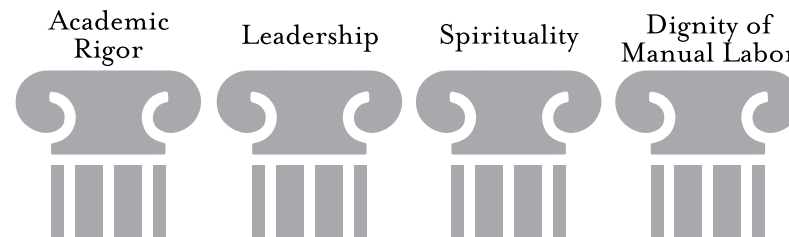
A handbook should be much more than a rulebook. As the name suggests, it is something to keep close at hand, to provide guidance in our common life together. So, rather than dwell on rules, this handbook seeks to focus on the standards of Christ School’s special community.

Should you doubt any part of this Handbook, please approach a faculty member for clarification. The Head of School shall have the final determination when interpreting any situation, rule, or consequence. At their discretion, the Head of School may deal directly with any issue which the regulations do not explicitly cover or when they feel the spirit of the policy has been violated. Their decision is final.

Our Mission

Christ School is a college preparatory school affiliated with the Episcopal Church. Our mission is to produce educated men of good character, prepared for both scholastic achievement in college and productive citizenship in adult society. We achieve this mission through Christ School’s four pillars.

The Four Pillars



First and most important, we challenge and encourage each student, in the nurturing environment of a close-knit campus, to develop academically to his maximum potential. Second, through competitive sports, student self-government, and a variety of extracurricular activities, we help each student to develop his leadership skills, physical fitness, and respect for others regardless of their origins, cultures or beliefs. Third, by involvement

in the care of our campus home, students learn civic duty, along with a sense of the dignity of honest labor. Finally, through religious instruction and regular participation in Chapel activities, each of our students learns the sustaining value of faith and spiritual growth throughout his life.

History

Christ School was founded in 1900 by Susan Allen Wetmore and her husband, the Rev. Thomas C. Wetmore to provide an institution of learning in which the children of the Appalachian region could be given a thorough education and trained into good citizenship under the influence and direction of the Church. During its early years it was supported by funds raised by Fr. and Mrs. Wetmore and by funds from the National Council of the Episcopal Church. Both boys and girls attended, the majority as day students, until 1928 when the state opened a public school and provided transportation for the children of the neighborhood. After this, there was no longer the need for a “missionary” type of school in this area, and Christ School devoted itself to the preparation of boys for college. Christ School is still affiliated with the Episcopal Church, although it is self-supporting. There has always been a resident Chaplain and regular Chapel services.

Traditions

Christ School is not just a place—it is a community of students, faculty, and their families. For more than a century, that community has developed and sustained traditions that help us remember who we are and what we value. We encourage you to learn these traditions as you become a part of our enduring community.

- ◆ Every morning the school awakens to the sound of the bell ringing in St. Joseph’s Chapel. The rhythm of the ringing is called “Angelus,” and it is sounded by one of two students who fill the roles of Sacristan and Verger. Angelus also rings at the beginning of worship services. When you hear it, please stop and reflect on your day in silence, as this is a time for prayer and thanksgiving. There are times when you will hear a sporadic ringing late in the evening. This is the way generations of Christ School athletic teams have signaled victories and their safe arrival home.
- ◆ The large grassy area between the Dining Hall and Wetmore (Main School building) is sacred ground known as “Yard A.” Yard A is the site of the original school building. One of the traditions at Christ School is that no one walks on Yard A except those who raise and lower the flags, those assigned to Yard A for job period or afternoon mowing, and anyone participating in Convocation and Commencement ceremonies.

- ◆ All seniors have special privileges. For example, only seniors are permitted to use the front door of Wetmore; underclassmen must enter and exit via other doors. Only after Tapping, a ceremony at the end of the year when there is a changing of student leadership, can the rising senior class assume the responsibilities and privileges associated with seniors.
- ◆ Asheville School Week occurs each fall and culminates with “The Game,” a football game played between Christ School and its respected rival, Asheville School. The week leading up to “The Game” is full of anticipation and festivities such as banner making, a senior/faculty basketball game, and a special highlight: the bonfire. The intense rivalry has been enjoyed by both schools since the first game played in 1911.
- ◆ On occasion during the school year, the Head of School will surprise the students and faculty with a “Head of School Holiday.” Classes are cancelled for the day, or a portion of the day, and are supplemented with activities and leisure time for the entire school community.
- ◆ Grade levels (8th, 9th, 10th, 11th, and 12th) are sometimes referred to at Christ School as Forms. The word comes from the old English boarding school model after which American boarding schools fashioned themselves in the early 19th century. The easiest way to remember a form name is to subtract six from any grade to determine its “Form.” A student in the 8th grade would be in the Second Form; in the 9th grade, the Third Form; in the 10th grade, the Fourth Form; and so on.
- ◆ A unique consequence for students who violate a major school rule is “the stump.” Digging a stump is a Christ School tradition that has made many a boy stronger and more committed to his experience at Christ School. Armed only with a pickaxe, felling axe, and shovel, the student may spend time removing a stump from the ground. It is hard work, but work that helps a boy contemplate his actions and eventually leads to a form of redemption. All boys need to fully understand their mistakes and move forward with life.
- ◆ “Tapping” is an annual ceremony of appointing senior leaders (Prefects and Proctors) for the following year. Tapping is held in the Chapel and occurs late in the spring. The entire student body is present, dressed in coat and tie, to witness this time-honored Christ School tradition.

Christ School Alma Mater

*Here amid the Blue Ridge Mountains,
Christ School stands forever strong.
Built by hands through toil and labor,
Grew this place where we belong.*

*As our minds are filled with knowledge,
And our hearts with wonder too,
Faith and service to each other,
Christ School stands forever true.*

*All the friends we grew to love here,
All the ways of work and play,
We will keep alive in mem'ry
As we journey on our way*

*Chorus:
Sing to thee, Christ School eternal,
We are Greenies strong and true.
Linking arms, we lift each other,
Faithful brothers through and through.*

—James & Elise Cassarino

Christ School Blessing

Life is short, and we do not have much time to gladden the hearts of those who travel this way with us; So be swift to love, and make haste to be kind, And may God Who is beyond our ability to fully understand but Who made us, and Who loves us, and Who travels with us, Bless us and keep us in peace. And the Blessing of God – Father, Son and Holy Spirit be with you now and forever. Amen.

—Henri-Frédéric Amiel

THE CHRIST SCHOOL HONOR CODE

As a member of the Christ School community, it is extremely important that you understand the Honor Code and that you agree to live by its principles.

Honor Oath:

*“As a member of the Christ School community,
I will not lie, cheat, or steal.”*

Every year, students must sign the Honor Oath and they are expected to live by its principles. A student who lies, cheats, or steals may forfeit the privilege of remaining in the School community. Education about honor-related issues and enforcement of the Honor Code is the formal responsibility of the Honor Council, a group of students appointed by the members of the Council in the VI Form, Faculty Advisors, and Head of School. Every Greenie is responsible for preserving the Code's integrity.

Violations of the Honor Code:

Lying is making a self-serving statement that one knows is false. A student is also in violation of the Honor Code if he is found to lie by omission. Lying by omission is an act where a student does not reveal the whole truth or withholds knowledge that reveals the truth. If a student initially makes a false statement and, before being accused of an Honor offense and within a reasonable period of time then gives the true explanation of the same matter, the Honor Council will take this act of honesty into consideration.

Cheating is giving aid to a student or receiving aid on tests, quizzes, assignments, or examinations without the consent of the teacher. Cheating also includes plagiarism, which may be described as taking the ideas (either written or electronic) of another person and passing them off as if they were the student's own. More will be said about plagiarism in your classes, but remember to acknowledge your sources when you prepare endnotes and bibliographies for papers. Your teacher will explicitly state what is and is not allowed on a given assignment. This includes acknowledging information gained through the use of electronic media. Students pledge in writing that “On my honor, I pledge that I have neither given nor received unauthorized help on this work.”

Stealing is taking or appropriating another person's property or the School's property without permission. Stealing should not be confused with borrowing. Borrowing is the taking or receiving of an item with a clear understanding between the borrower and owner of the condition

under which the item will be returned or replaced. Never assume that it is acceptable to take anything without express permission from the owner. Matters related to stealing are handled by both the Honor Council and Student Life Office.

The Honor Council's procedure for addressing breaches of the Honor Code is detailed in [Appendix A: Honor Council](#).

THE ACADEMIC PROGRAM

Academic Goals

Christ School seeks to provide an academic program that is rigorous, relevant, and enriching. We wish to prepare our students to be confident, self-directed, lifelong learners.

Specifically, we strive to help our students be able to

- ◆ Work collaboratively
- ◆ Communicate effectively, both orally and in writing
- ◆ Engage in complex, critical thought
- ◆ Develop, state, and defend a point of view
- ◆ Practice the elements of good scholarship
- ◆ Design, innovate, create, and solve problems
- ◆ Manage information and develop understanding
- ◆ Act as responsible citizens of the global community

Academic Calendar

The academic calendar consists of two semesters which each account for 50% of the final grade for the year in year-long courses. Teachers will give progress reports at the midpoint of each semester, but these do not represent separate grading periods.

Christ School Diploma Requirements

General requirements for a Christ School Diploma: (Minimum of 20 credits)

Students must take a minimum of **five** classes each semester.

To remain in good academic standing a student must PASS **four** full credits each year.

A minimum of twenty credits are required for graduation with a Christ School diploma:

English	4.0	Students must be enrolled in an English class every year, even if they have completed their graduation requirements.
Math	4.0	Credits are required in Algebra I, Geometry, Algebra II, and one additional math beyond Algebra II. Students must be enrolled in a math class every year, even if they have completed their graduation requirements.
Science	3.0	Three lab sciences, including Biology, Chemistry, and one full-credit science elective.
History	3.0	One year of U.S. History and two other full credits of history/social studies electives.
World Lang.	2.0- 3.0	Must be two sequential years of the same language (3 years strongly recommended)
Religion	0.5	One semester of Religious Studies is required.
Fine Arts	1.0	Two semester courses in Music and/or Art.
Electives	1.5–2.5	Additional academic elective credits may be chosen to fulfill the 20-credit requirement.

	Grading Scale	College Prep	Honors Weighting	AP/AS Weighting
98-100	A+	4.33	4.87	5.41
93-97.49	A	4.00	4.50	5.00
90-92.49	A-	3.67	4.13	4.58
88-89.49	B+	3.33	3.74	4.16
83-87.49	B	3.00	3.37	3.75
80-82.49	B-	2.67	3.00	3.33
78-79.49	C+	2.33	2.62	2.91
73-77.49	C	2.00	2.25	2.50
70-72.49	C-	1.67	1.88	2.08
68-69.49	D+	1.33	1.50	1.66
63-6.49	D	1.00	1.12	1.25
60-62.49	D-	0.67	0.75	0.83
Below 60	F	0.00	0.00	0.00

OnCampus calculates each course’s final numerical grade using the original unrounded semester grades. It calculates these grades to two decimal places, averages them together, and then finally rounds to the nearest integer (e.g., 94.49999 rounds down to 94 and 94.50 rounds up to 95).

NOTE: See the Registrar for the formula for calculating GPA. Grade Point Average will be calculated on Christ School course work only (including online courses arranged through the Academic Office). Courses and credits earned at other institutions will not be shown on the transcript, nor will they be included in the Christ School GPA. Any course taken for high school credit at Christ School will be included in all internal GPA calculations, including those taken in 8th grade.

Effort Grades

E – Excellent	A commendation indicative of an intense attempt to achieve.
G – Good	Represents a level of effort which is clearly above average.
S – Satisfactory	Indicates an honest attempt to achieve within the context of the student’s program and ability.
N – Needs Improvement	Indicates that effort is not commensurate with known abilities.
U – Unsatisfactory	Indicates less than a minimum attempt to achieve or indifference to course work.

More Academic policies are included in [Appendix B: Academic Policies](#).

Policy Regarding Absences

Students are expected to attend all classes, assemblies, chapel services, afternoon sports/activity period, and special events required by the school in advanced notice.

Excused Absences

- ◆ Student leave forms are handled through the Orah app. If the app is not functioning, paper leave forms will be used as follows: all excused absences are to be approved by the Dean of Students. The student must complete a leave form obtained from the Student Life Office with signatures from his teachers, coach, and Dean of Students. The Dean of Students will sign the form first, then the student’s teachers and coaches.
- ◆ It is the responsibility of the student to submit a leave request via Orah 24 hours prior to the excused absence(s). There are circumstances where this is difficult to accomplish. The Student Life Office will review this on a case by case basis.
- ◆ *If a student has missed a concerning number of excused absences and is therefore not meeting their community responsibilities and expectations, they will have a meeting with the Dean of Students and/or Academic Team.*
- ◆ Examples of excused absences include but are not limited to illness, death in the family, family wedding, sibling graduation, a special religious observance, or a significant family event (i.e., grandparents’ 50th anniversary or milestone birthday). The Dean of Students will review requests that may arise not listed above on a case-by-case basis.
- ◆ Family trips, family vacations, early departures and late returns from school breaks are considered unexcused absences. It is important to

plan around the school calendar for school breaks to not miss school days when classes are in session.

- ◆ Students are responsible for making up any work they miss due to absences, regardless of the reason for the absence. Whenever possible, students need to contact their teachers prior to missing class. Please see the makeup work policy in [Appendix B](#).

In the event of an extended absence of more than two days, students are encouraged to communicate with the Academic Office about attending classes remotely. Please contact Dean of Students and Student Life Office in an instance of any absence or tardy.

Unexcused Absences

- ◆ An Unexcused Absence is defined as being more than 5 minutes late to any daily schedule obligation.
- ◆ An Unexcused Absence from any daily schedule obligation will result in a Worklist (please refer to the [Policy of Infractions](#)).
- ◆ Repeated patterns of behavior as it relates to Unexcused Absences may result in further consequences beyond Worklist. A student who accumulates fifteen unexcused absences will jeopardize his enrollment at school and may be separated at the Head of School's decision.
- ◆ Examples of unexcused absences include oversleeping, forgetfulness, failure to hear or read announcements regarding schedule changes, skipping class, or family trips/vacations.

Tardies

- ◆ Tardies are defined as being less than 5 minutes late to any daily schedule obligation (being more than 5 minutes late to class, or a daily obligation, is considered an unexcused absence).
- ◆ Students must report to each class or daily obligation fully prepared or they will be considered tardy.
- ◆ Examples of being unprepared for class or daily obligation include but are not limited to students pulled from class to take required medications, having to go change or retrieve a particular dress garment to be in the proper dress code, or students returning to their dorms to retrieve necessary school items for that class.
- ◆ An Unexcused Tardy to any daily schedule obligation will result in 2 Demerits (please refer to the [Policy of Infractions](#)).
- ◆ Repeated patterns of behavior as it relates to Unexcused Tardies may result in further consequences beyond Demerits (please refer to the [Policy of Infractions](#)).

“Classes” are defined here as all scheduled academic meetings and other required events.

Media Center

The Media Center is located on the lower level of Wetmore. It is open to Christ School students, faculty, staff, and families throughout the academic day and on weekends.

The Information & Media Center is an academic environment for the benefit of all students and faculty. Media Center resources include subscriptions to online databases; local, state, and national newspapers and magazines; and wireless Internet access. All materials, except for current publications and reference materials, may be checked out for use elsewhere on campus. The online catalog lists all books in the collection; magazines are listed on the holdings list. The Media Center also contains the Writing Center where students can make appointments for help with research and writing, and the Math Lab where a math teacher is available throughout the academic day.

When challenging inclusion of an item in the Media Center collection, the patron may request the library take one of two actions; (1) removal of an item because it is believed to be inappropriate, or (2) the addition of a source to balance the collection by providing alternative views. The Media Center may agree to take either action or no action at all.

Learning Resources Program (LRP)

Christ School's Learning Resource Program offers academic support in small groups within the context of a college preparatory curriculum. The program's goal is to help capable students with learning differences overcome individual differences and develop the strategies necessary to meet with confidence the academic challenges of college. Intrinsic within this support system is the student's willingness to be a productive, successful scholar; being open to the techniques and strategies presented within the context of the program. Please see the Director of Academic Resources should you need further information or clarification.

TECHNOLOGY

Christ School Network – General Information

- ◆ Christ School provides wired Internet access in dorm rooms and wireless Internet access throughout campus.
- ◆ Students will use technology for educational activities and keeping in touch with friends and family, while maintaining proper decorum.
- ◆ Christ School Network uses an Internet filter and firewall to maintain integrity and block sites deemed to be unacceptable in content.
- ◆ Christ School will cooperate fully with federal, state, and local law enforcement agencies investigating any illegal activity that has been conducted from the Christ School Network.
- ◆ Printing for student is available in the Media Center, Innovation Lab, and Dormitories. Personal printers are permitted.
- ◆ All student computers should be password protected. No computer should be left unattended without it being password protected.

Internet

- ◆ Student technology use in the classroom and study hall falls under the guidelines of this policy and should be for educational purposes only. The teacher has the right to add his/her own stipulations.
- ◆ Use of VPNs, Proxy Sites, or any other means that may compromise the security of Christ School's Network is prohibited and will be handled as a violation of this policy. Students are provided Internet access through a Student or Guest VLAN and it is strictly prohibited to access any other VLANs at Christ School.
- ◆ When students are using a Christ School computer, they will be prompted to enter their usernames and passwords for authentication. The login will expire every 90 days for security reasons, at which point students will be prompted to change their passwords.
- ◆ Posting of material inappropriate towards the school (including members of the community) or in association with the Christ School name is a serious offense and will be handled as a violation of this policy.
- ◆ Students may not use the Christ School Network for selling or obtaining illegal substances, issuing a threatening email, harassment, and/or foul or indecent language.
- ◆ Students may use a legal paid service (Pandora, Spotify, Apple Music, etc.) to download and/or stream music and videos. However, file-

sharing programs such as BitTorrent are illegal due to MPAA and RIAA restrictions and should not be used or installed on a computer.

- ◆ Plagiarism and copyright infringement is strictly prohibited. All material taken from the Internet must be acknowledged in MLA format and citation. Any use of copyrighted or previously published/ presented material as one's own is a violation of the Christ School Honor Code and this AUP.

Hardware/Software

- ◆ Students may bring their own computers to school for Internet access.
- ◆ Christ School maintains computers in the Innovation Lab and Media Center. These are available throughout the class day and during scheduled evening study halls.
- ◆ The software that is made available at Christ School for student assignments is Microsoft Office 365 productivity applications (Word, Excel, PowerPoint, OneDrive OneNote, Outlook, etc.) available at office.christschool.org as web-based applications or as installable applications.
- ◆ If a student is unable to submit work on time due to using an external account or external productivity software (like Gmail or G Suite), this will be deemed as the student being at fault as they were not using the tested and compatible software that is available to them.
- ◆ Students should use a surge protector for their technology devices. Christ School is not responsible for damage caused by electrical surges or outages.
- ◆ Televisions are provided in the common areas of the dormitories. Personal televisions are not permitted.
- ◆ Cameras or camera phones should not be used in bathrooms, locker rooms, and other areas that require privacy.
- ◆ Personal routers and wireless access points are strictly prohibited.

Email

- ◆ Christ School students have an individual account with a private password for email access. Students should keep these passwords confidential to prevent others from accessing their account.
- ◆ Students may not send spam or bulk email, or distributed group emails to other Christ School students.
- ◆ Automatic Forwarding of Christ School Email to an external account is prohibited and is disabled. This does not apply to forwarding individual emails.

- ◆ Should a student feel that he has fallen victim to a “phishing” attempt (i.e. an attempt by a fraudulent entity to obtain any of your usernames, passwords, or personal information; typically, via an email), he needs to immediately come forward and inform the Christ School technology department and/or his advisor. This will not result in any disciplinary action (unless it was a result of violation of any part of this AUP).

Maintenance

- ◆ All network connections will be configured and maintained by the CS Technology Department.
- ◆ The Christ School Technology Department is not responsible for maintenance on student computers (due to warranty restrictions and liability issues) though we can provide a quick assessment and recommend steps to take. The manufacturer or a local computer repair/support center is recommended for computer repairs.

More Technology policies may be found in [Appendix C: Technology Policies](#).

ATHLETIC/ACTIVITIES PROGRAM

We believe that athletics at Christ School play an integral part in the physical, intellectual, social, and even spiritual development of each student.

We aim to foster within students a positive attitude and pride in doing their best. Developing a sense of commitment to a team and the dedication and sacrifice that it takes is another goal of our program. While we strongly encourage each student to participate in two team sports each year, we offer several other options. Each student is required to participate in a sport or activity each season.

Christ School athletes are issued a laundry loop, gym locker, and combination lock. All students have the opportunity to have their practice and game clothes washed each day. The school also provides two ATC certified trainers who are available daily to serve the needs of our athletes.

Christ School is a member of the Carolina Athletic Association (CAA) and the North Carolina Independent School Athletic Association (NCISAA). We compete at the state level in tournaments and playoffs as a 4A school.

Participation is a privilege, not a right, that carries with it responsibilities to the school, the team, the student body, and the community. It demands our students be responsible and make commitments which imply sacrifices and dedication to academics, physical fitness, a healthy lifestyle, and sportsmanship.

In order to participate in games, practices, or other afternoon competitions, students must be on campus, meeting all daily academic obligations, for at least 80% of the school day. Exceptions can be made for medical appointments if a doctor’s note is provided to the Dean of Students. Students who do not meet this threshold will check in with their coach or program leader to assist at the day’s practice or event, but they may not participate.

Overview

Christ School offers competitive athletics and student activities for students in Grades 8–12.* Each student is required to participate in one of the following Athletic/Activity options each season:

FALL: Cross Country | Football | Outdoor | Soccer | Preseason Basketball | Fall Baseball | Fall Lacrosse | Senior Lift & Gameday Operations

WINTER: Basketball | Indoor Track | Outdoor | Robotics | Swimming | Winter Film & Theater | Preseason Tennis | Preseason Golf | Preseason Lacrosse | Preseason Baseball | Senior Lift & Gameday Operations

SPRING: Baseball | E-Sports | Golf | Disc Golf | Lacrosse | Outdoor | Tennis | Track | Spring Basketball | Spring Soccer | Senior Lift & Gameday Operations

** Any specialized options not listed requires the approval of the Athletic Director.*

Any questions regarding the essential school practices and policies should be directed to the Athletic Director.

THE JOB PROGRAM

Faculty and students have always been responsible for the general upkeep of Christ School's campus, and it is the school's expectation that all current members of the Christ School Community will take pride in continuing that tradition. Seniors and Faculty members work as team leaders to help underclassmen not only complete their campus chores, but also understand that work is both necessary and rewarding.

Daily Jobs (Monday, Tuesday, Thursday, and Friday): Each academic semester, underclassmen are assigned daily chores. Jobs and locations are posted in each student's OnCampus profile. Faculty and Job Proctors provide details concerning each job's specific expectations. Attendance to job period is required. Attendance is taken like an academic class. If students don't check in and out with the Job Proctor/Adult or have not completed their job assignment, this will be recorded as an absence.

RELIGION AND CHAPEL

The Christ School community gathers regularly to worship, and in this way helps fulfill the fourth pillar of our four-fold process: to foster spiritual growth as the core around which a student's character develops. As such, the religious mission is to present the Christian faith through the Anglican/Episcopal tradition; to deepen each student's inner life through pastoral counseling, worship, religious education, social outreach, and community service; to provide an open house of prayer for all people; to help integrate the student's total educational experience; and to enhance his understanding of the varieties of religious traditions and experiences.

Chapel services are central to the life of the school. Among the most revered buildings on campus is St. Joseph's Chapel, the oldest building in continuous use at Christ School. St. Joseph's Chapel was renovated during the 2005-2006 school year and is our primary place of worship.

- Each week we gather three times a week as a community. Once a week we gather to celebrate the Holy Eucharist, known in some traditions as the Lord's Supper or Holy Communion.
- Additionally, each Sunday there is an optional Eucharist offered for those who want to participate called Fellowship. Different from our more formal services, it is more of a youth group style gathering.
- On occasion the community gathers for special services and ceremonies, like Palm Sunday.

One way of building community and fostering school spirit is to join as one body in prayer and praise, so attendance at chapel is required. This does not mean that everyone has to believe the same way. It is healthy to ask questions; it is normal for faith to change and to grow in unexpected ways. We want members of Christ School's community to respect the tradition of the church, and to keep an open mind to the possibility of spiritual growth. Many students and faculty find that one of the most important groups on campus is our fellowship group which meets weekly. All are welcome to attend. In addition, there are a number of student-led or faculty-led fellowship groups, as well as room for new groups that members of the community might want to start. Please see the Director of Spiritual Life for further information regarding any of our spiritual programs.

PROGRAMS AND OFFERINGS

Activities

An enriching boarding school experience requires a strong Student Engagement Program that is responsive to student interests, and also challenges students to participate in activities that they might not seek out individually. A student engagement committee is formed to provide input to the program through suggestions and proposals provided to the Director of Student Engagement. The faculty provides adult support, guidance, and supervision for each activity. Student activities include but are not limited to: dances, concerts, professional sporting events, paintball, community service, camping, rafting, skiing, etc.

Advisor System

The faculty advisor system, overseen by the Student Life Office, provides each student with a faculty member who serves as his primary counselor, advocate, and personal resource involving all aspects of school life. Each advisor is assigned a small group of students (5-6), and through contact on a regular basis, a student's life at Christ School is closely monitored and developed. This system is designed to help students adjust to life away from home, increase communication between parent and faculty, and ultimately enhance the student's Christ School experience. Requests for changes of advisor assignment should be brought to the Student Life Office.

Responsibilities of Advisors

A Christ School student can expect his advisor to be his advocate, to know him well, and to be available to talk with him regularly or when special circumstances arise. The advisor is to be in close regular communication with the parents of the student on all matters both academic and nonacademic. Advisee groups meet every Wednesday for lunch and conversation.

College Guidance

The goal of the College Guidance Office at Christ School is to help each student identify and gain acceptance into his ideal school. This process begins in the freshman year and continues through the senior year with individual counseling sessions and workshops. The College Guidance Curriculum is purposely designed to prepare students for the transition from Christ School to college.

Taking the first steps toward the college search and application process is not easy. The programs we offer, combined with the individualized

attention each student receives here, will prepare him in a manner that will leave him feeling confident and well prepared for the challenges that lie ahead. We encourage parents to feel comfortable reaching out to the College Guidance Office directly should you have any comments, observations, or questions, and we thank you for the opportunity to be a part of your son's life at this important stage in his academic career. To view the College Guidance Handbook, please scan this QR code or visit <https://t.ly/KhsV8>



Shuttle Service

The school provides transportation for our students to certain destinations on school breaks. These occur on the day we break from school and the day students are to return to school. Those destinations include Atlanta, Columbia, Charleston, Charlotte, Shelby, Hickory, Winston-Salem, Greensboro, and Raleigh / Chapel Hill / Durham area. There is a fee for this service which will be billed to your student's account. More information about this service is emailed to all parents as we approach each school break to help parents/guardians sign-up your student for the specific shuttle destination. Information for students with private vehicles is found in [Appendix D: Automobile Policy](#).

Community Service

Christ School strives to foster the virtue of service within each student. The Community Service Program is designed to give each student an opportunity to serve others within the Asheville / Hendersonville region. The wide variety of offerings within the Program enable the students to develop different areas of interest. Each student is required to complete 15 hours (10 hours during the first semester) of community service each year (June 1 – May 15). Boarding students falling short of the requirement must remain on campus over the weekends during the second semester until the hours are completed. Students may receive credit for up to half of their service requirement (7.5 hours) for work completed during summer months.

Day Students

Day students are valued, full members of the Christ School community. They are integral parts of our programs, and they forge strong bonds with boarding students from different states and countries. Our expectations and policies stem from our belief that full participation in the life of the school offers unique opportunities to develop as scholars, athletes, and citizens. Therefore, day students are expected to participate in all required activities beside their boarding school brothers.

General Expectations of Day Students

- ◆ If a student is to miss classes because of illness, parents are expected to call the school between 7:30 and 8:00 AM. Parents must communicate with the Student Life Office explaining the nature of the absence when the student returns to school.
- ◆ Day students will be assigned to one of the dormitories where they may study in the Commons Room and be involved in the dorm activities.
- ◆ During inclement weather when travel is restricted, day students may be excused from classes. Information regarding attendance will be announced through text messages to the whole school community.
- ◆ Individual lockers are provided for storage of books and other personal items. Students may use the Media Center, and the Student Center to study and rest between classes and at the end of the academic day.
- ◆ Day students are not permitted to use their vehicles during the academic day unless the Dean of Students grants permission.
- ◆ Day students who drive cars to school must sign in and turn in their keys to the Student Life Office upon arrival. This policy is strictly enforced.
- ◆ Day students may stay overnight in situations such as a late return to campus from an athletic event or foreseen inclement weather. Prior arrangements must be made through the Student Life Office. Day students are also welcome to stay overnight in the dorm to socialize with boarding students, but they must have this overnight stay approved by the Student Life Office by 12:00 p.m. on the day the student plans to stay overnight. The Student Life Office reserves the right to assign students to the dorm room in which they will stay.

Senior Speeches

It has become a tradition that each member of the senior class gives a senior speech. This takes place in our Assembly or Chapel. Each senior is introduced by their Advisor or another faculty member. Family and guests are allowed to attend. The senior giving the speech may attend lunch with his family following the speech. Invited students with study

hall are to check out with the Dean of Students prior to the senior speech. We encourage families to bring their son to dinner the night preceding the speech, or lunch the day of their speech, and are welcome to invite friends to this meal. For more information, please contact the Chaplain who coordinates the process for Senior Speeches.

Health Services

The Christ School Wellness Center provides health services from 7am to 10pm Monday – Saturday. On Sundays, the Wellness Center is open 8am to 10pm. When the Wellness Center is closed, a nurse is on call for emergencies.

Our team approach in providing optimum health care for students involves parents, medical professionals, and the school community. Good habits for a healthy lifestyle, including proper nutrition, exercise, and rest, are all encouraged. Policies related to the Wellness Center can be found in [Appendix E: Wellness Center Policies](#).

Counseling Services

Christ School is committed to supporting all aspects of a student’s life and recognizes the critical importance of emotional well-being. The School Counselor is available for all students to discuss individual personal, social, and/or mental health concerns. Students may email the counselor to arrange an appointment and/or drop in at the wellness center to speak with the counselor. All matters concerning counseling are confidential, unless a student’s health or safety are at risk. Please see [Appendix F: Confidentiality](#) for more details about Confidentiality.

The School Counselor is also available to students and families to provide consultation and referrals, as needed, to outside mental health providers to support students at Christ School. Once a release of information has been signed by parents, the School Counselor is able to collaborate with the outside provider to best meet the specific needs of the student on campus.

If a student or family prefers pastoral counseling, the chaplain is also available for supportive care. The Chaplain and Director of Student Counseling and Wellness Programming collaborate/coordinate to meet the support needs of all students on campus.

RESIDENTIAL LIFE

Residential Life is the responsibility of the Office of the Director of Campus Life. The Life Skills Program focuses on a “human development” approach to community living. A spiraling curriculum by grade and by topic introduces issues including but not limited to honesty, respect for members of the community, diversity, family relationships, stress, alcohol and substance abuse, violence in today’s society, and other adolescent male concerns. Regular residential meetings will be held to discuss issues that pertain to life skills needed in a boarding school environment. At least one faculty member and four senior leaders are assigned to each student residence. With the idea in mind to build dorm unity and identity, and belonging, individual dorm heads will have some autonomy in how their specific dorm will operate.

Senior Expectations

Seniors are the leaders of the student body. Their roles, expectations and responsibilities differ from those of the rest of the student body. Therefore, a senior’s final year at Christ School has been marked for special privileges and responsibilities as they prepare for college. Under the mantra of “the best must do more,” seniors are required to act as the true leaders of the school community and to mentor the underformers. They will have different Dorm regulations and requirements than the rest of the student body. Retreats, community service projects, personal development seminars and other activities will be part of their final year.

- * **Seniors may have a small (110 volt) commercial grade refrigerator in their room. They will also have special privileges specified by the Student Life Office. These privileges are just that, a privilege, and can be taken away should the senior not be living up to the standard he is expected to.**

Underformers

Fourth formers (10th graders), fifth formers (11th graders) and some third formers (9th graders) will live together in “vertical dorms,” in Gardner, Harris, Noland, and Young Dorms. The goal is to better prepare students to become active contributing members of a community that requires self-sufficiency, trust, and servant leadership.

Simple Living (For Second and Third Form only)

As the youngest of the Christ School residential students, the second and third forms are subject to a period of transition to assimilate into the

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boarding school environment. One of the primary goals of the Simple Living program is to make this transition as comfortable and accommodating as possible. The fact that this goal must be satisfied within the academic arena creates a challenge that makes the first year at Christ School particularly unique for many new students. Students in Cunningham and South Carolina will have more intentional programming around belonging and living in community so that they are prepared for dorm life as upperclassmen.

Simple living standards include, but are not limited to, the turning in of all electronics at In-rooms, earlier In-rooms and lights out, and an emphasis on minimal living in one's dorm room. These are the standards that we begin the year with, and they are re-evaluated on an individual student basis as the year progresses.

Other Residential Life policies are detailed in [Appendix G: Residential Life Policies](#).

Personal Appearance

Christ School asks its students to dress in a manner that is appropriate for the school setting and in good taste. For this reason we have specific requirements for standard of dress. Faculty members have the prerogative of asking students to change their attire if the faculty member feels the student is dressed in an inappropriate manner.

Grooming: Regarding personal grooming, the expectation in all areas is “neat and clean.” Each student is expected to be clean-shaven each day, no mustaches, beards, etc. Earrings and/or body piercings may not be worn at any time. If a student has a tattoo, it must be covered during the school day and on school trips. Sideburns must be even with, or above, the bottom of the ear lobe. Hair should be cut regularly, washed, and combed; radical coloring of hair, headbands, manbuns, and beads are not allowed. As to length and style, hair should be out of the face (above the eyes), off the collar, and may not cover the ears. Hair cannot be manipulated, or created to produce an unnatural look. Students are expected to monitor themselves in all of the above. If there are questions about the guidelines, or if there are questions as to appropriateness, the Student Life Office will make the final decision.

Dress Code: Dress should always be neat, clean, in good repair, and appropriate for the occasion. When a student is dressed inappropriately, he will be asked to change immediately. In general, a student is expected to abide by the following standards: No torn, fringed, patched, faded, wrinkled, soiled, or excessively baggy clothing of any kind may be worn. No clothing that advertises drugs, alcohol, innuendos, obscene messages or messages associated with hate, racism, etc. is permitted. Wallets with attached chains are not permitted. Hats and other head coverings of any type should not be worn in any of the Academic Buildings, Hamner, Chapel, Pingree, or the Dining Hall. Unacceptable clothing will be confiscated and placed in storage. Again, please come to Christ School prepared, and call the Student Life Office if you have any questions. Students who do not comply with the dress code will be dealt with by the Student Life Office.

Modified Formal Dress:

Every Tuesday and Thursday, students are required to wear a tie with a button down dress shirt during the academic day. Students are required to wear a coat and tie on Wednesdays from the beginning of the academic day through Chapel. Coats may be removed following Chapel; ties are worn through the academic day. Knee-length style shorts may

be worn in lieu of pants. Hooded sweatshirts may be worn if they have a Christ School logo.

Acceptable Formal Dress

(All seniors are required to have a Christ School green blazer. Blazers will be available for sale in the Fall.)

When: Wednesdays and special occasions and other activities designated by the school

Types of clothing: Suits or trousers and sport coats, leather or suede dress shoes with socks, button down dress shirts with folded collars, ties, and bow ties. Please note: Shirts and coats must have folded collars. Pants must be hemmed so they **do not drag on the floor**—this includes wearing pants with a waist and crotch that fit. Pants are not to have “slits” in the cuff area. Pants are to fit snugly and not droop around the waist

What not to wear: Denim or anything that looks like denim, canvas, pants with utility loops (cargo), pants with bold outside stitching, pants or shorts with attached outside pockets, army surplus clothing, uniforms, overalls, coveralls, jerseys, athletic wear, camp-style work shirts with company logos or embroidered names, shirts without folded collars, hooded sweatshirts of any kind, shoes with open toe or back, boots, slippers, sandals or clogs, or shoes of similar style.

Acceptable School Dress

When: Mondays and Fridays during the academic day, and other activities designated by the School.

Types of clothing: Shirt with folded collar, polo-style knit shirts or oxfords, shorts, slacks, leather or suede shoes with dark dress socks, boots, sneakers.

Note: Shorts must be cut just above the knee (walking shorts). Pants are to fit snugly and not droop around the waist.

What not to wear: Denim or anything that looks like denim, canvas, pants with utility loops (cargo), pants with bold outside stitching, pants or shorts with attached outside pockets, army surplus clothing, uniforms, overalls, coveralls, jerseys, athletic wear, camp-style work shirts with company logos or embroidered names, shirts without folded collars, shoes with open toe or back, slippers, sandals or clogs, or shoes of similar style.

Acceptable Casual Dress

When: Evening study hall, evening buffet meals & free time on campus.

Types of clothing: Appropriate shorts, shirt, footwear, and pants. No sleeveless undershirts.

Asheville School Week Dress

In keeping with a long-standing Christ School tradition, students and faculty are expected to wear clothing that is absent the color blue during Asheville School Week.

Dining Hall

One of the most important times of being together as a community is when we all are assembled for meals. Meals are buffet style with the exception of special occasions. Dress for the special occasion dinners is Formal Dress. During this time together it is very important that students exercise proper etiquette and manners. The following section highlights our approach to meals and how the community is expected to conduct itself.

- ◆ Students may wear athletic shorts and t-shirts in the Dining Hall, but no cut-off or frayed clothing is allowed.
- ◆ Except for fresh fruit and ice cream cones, please do not take food or drink from the Dining Hall.
- ◆ No hats or other head coverings are allowed in the Dining Hall at any time.

Student Bank

The Student Bank is an allowance distribution service provided to boarding students that have opted to receive allowance in lieu of using a debit card. If a student is to receive allowance each week, cash or check from the parent is required in advance. Allowance is distributed each week in the Student Life Office by the Student Life Office Manager. The allowance amount is set by the parent and cannot be changed unless email notification is received from the parent in advance. Allowance questions or concerns should be directed to the Student Life Office Manager.

Bookstore / Mail Center

The Bookstore is located in the Beaver Student Center. Clothing, books, toiletries, school supplies, stationery, stamps, and the like are available for purchase. The Bookstore is open Monday through Friday. When sending mail to students or faculty, please use the address 500 Christ School Rd., Arden, NC 28704.

Laundry Services

- ◆ All Christ School students are expected to maintain appropriate standards of grooming and hygiene. Keeping your laundry clean and organized is an essential part of this process.
- ◆ Students have access to washing machines and dryers in the dorm, as well as a school dry cleaning/laundry service (see Student Life Office for off campus laundry service information).

- ◆ Access to washing and drying machines is based upon the system of usage implemented by the Dorm Head in each dorm.
- ◆ Students should respect the laundry room facilities. Failure to do so may result in consequences in the dorm.

Barber

Two barbers with different style specialties visit campus weekly. Students may get haircuts during any part of their free time, but they may not miss class to do so. Haircuts will be charged to each student's account.

Lost and Found

Lost and found items will be placed in Mrs. Murphy's office. The items are kept for a period of time, and if not claimed, are donated to local charities. Students need to receive approval from the Student Life Office before claiming an item. Please label all personal items i.e. clothes, notebook, binders, etc.

Use of Christ School Property

Students are encouraged to make use of the 500-acre Christ School campus. Activities such as biking, hiking, camping, jogging, fishing, organized sports, lounging, and listening to and playing music are just some of the ways to enjoy our beautiful and natural setting. Alterations to the trails and forest are prohibited unless part of a school-sponsored project.

Please note: Swimming in Christ School's lake is prohibited without the presence of a faculty member with lifeguard certification. Swimming alone is prohibited. Helmets are required for all bike riding and skateboarding on campus. Riding down stairs, across lawns, on rock structures, etc. is prohibited.

Overnight Camping on School Property: There are a number of places on Christ School's property for students to camp. Check with the Student Life Office or Director of the Outdoor Program for the established sites where you may camp.

- Camping is only allowed on the weekends, unless otherwise approved by the Student Life Office. All on-campus camping must be approved by the office of Student Life by Thursday afternoon before the weekend of the event.
- Please communicate directly with the AOD about any plans to camp in the woods on the weekends before dinner on Friday or Saturday. The AOD and students must be in direct communication about the logistics for any camping.
- Open fires are not allowed unless accompanied by an adult, and then only in the fire ring at each site.

- Please do not cut down any trees or shrubs, and please observe all school rules while camping.
- All shelter and fort building must be approved in advance through the Student Life Office or Director of the Outdoor Program.

Valuables

Personal technology devices must be clearly marked with the student's name. Students are responsible for personal valuables and are discouraged from bringing expensive watches or other such items to school. Students are encouraged to lock their doors and to use their safes when not in their rooms. While Christ School will do everything in its power to help students locate lost or stolen items, the School is not responsible for replacing or compensating for lost or stolen items, including monies.

Visitors on Campus

Parents are encouraged to visit their sons on campus. Parents may take their sons out for a meal or other activities, so long as it doesn't interfere with classes or evening study time. Please check with the Dean of Campus Life when making plans to visit students.

The following guidelines apply for non-family members.

Monday–Thursday	5:00 p.m.–8:00 p.m.
Friday	5:00 p.m.–10:00 p.m.
Saturday	10:00 a.m.–10:00 p.m.
Sunday	10:00 a.m.–8:00 p.m.

Christ School students are responsible for communicating proactively with Christ School administration and faculty about plans to have visitors on campus.

Guidelines:

Visitors are required to check in with the Dorm Parent on duty in the dorm of the CS student being visited, and with the AOD.

- ◆ Under no circumstances are girls allowed in a student's room or the hallway of any student residence. Guests may visit in the Commons Rooms.
- ◆ Students and visitors may also socialize in the Patrick Beaver Student Center, Dining Hall, and other visible areas on the main campus.
- ◆ Students should not socialize with girls in Wetmore Hall, Pingree Theatre, St. Joseph's Chapel, or any other academic or administrative buildings, as well as on the campus trails, without the supervision of a parent or Christ School faculty member.
- ◆ Visitors must park in the student lot. Students should not socialize with visitors in cars or parking lots.
- ◆ After dark, students and visitors must stay within the boundaries of the main campus.

Policy of Infractions

Infractions are classified as one of FIVE LEVELS.

LEVEL 1 infractions only earn Demerits as their consequence until a certain threshold is reached.

Demerits – Points System used to monitor and track infractions when community responsibilities/expectations are not being met. They are cumulative and do not reset until the school year ends.

LEVEL 2 infractions result in an earned Worklist as a consequence until a certain threshold is reached.

Worklist – Morning work project, generally in the Dining Hall, used as an intervention to curb infractions or a cumulation of infractions when community responsibilities/expectations are not being met.

LEVEL 3 infractions, when met, result in a meeting with the Student Life Office.

Student Life Meeting – Meeting used to act as an intervention to address repeated Worklist interventions and/or infractions where community responsibilities/expectations are not being met. The meeting may result in additional, catered consequences as determined by the Student Life Office.

LEVEL 4 infractions, when met, will result in the serving of a Work Project.

Work Project – An assigned project to be completed by the Student at the discretion of the Student Life Office due to repeated infractions or a serious infraction as it relates to the community responsibilities/expectations.

LEVEL 5 infractions, when met, result in the possibility of dismissal from the school.

Possibility of Dismissal – As determined by the Student Life Office due to a repeated pattern of infractions as it relates to the community responsibilities/expectations.

Infractions not listed earn consequences as determined by the Student Life Office

Consequence	Infraction	Demerits Earned
DEMERITS (Level 1)	Improper Dress Code of Unshaven	1
	Failure to Complete a Leave Form on Time	1
	Failure to Turn in Car Keys after a Campus Leave	1
	Tardy for Class or Study Hall	2
	Tardy for Assembly	2
	Tardy for Chapel	2
	Tardy for Job	2
	Tardy for Sports/Activity	2
	Tardy for Meditation	2
WORKLIST (Level 2)	Accumulation of 10 Demerits (Threshold sequence – i.e. 10, 20, 30, etc.)	
	Absent Class or Study Hall	
	Absent Assembly	
	Absent Chapel	
	Absent Job	
	Absent Sports/Activity	
	Absent Meditation	
	Act of Disruption during ANY of the Above Daily Obligations (or Dining Hall)	
Act of Disrespect or Insubordination		
STUDENT LIFE MEETING (Level 3)	Accumulation of 5 Worklists (Threshold sequence – i.e. 5, 10, 15, etc.) Absent Worklist (Or at the discretion of the Student Life Office)	
WORK PROJECT (Level 4)	Accumulation of 15 Worklists (Or at the discretion of the Student Life Office)	
POSSIBILITY OF DISMISSAL (Level 5)	Continued Accumulation of Worklists (Or at the discretion of the Student Life Office)	

Examples of the word “absent” are oversleeping, forgetfulness, failure to hear or read announcements regarding schedule changes, or skipping.

WHOM TO SEE ABOUT WHAT

Academic Program	Ms. Pulsifer/Mr. Uhler
Admission	Mr. Straughn
Advisor Program	Mr. Ramsey
Angelus (Yearbook)	Mrs. Wheeler
Announcements at Assemblies.....	Mr. Stay
Athletics (General)	Mr. Coley
Automobiles	Mr. Hyche
Billing	Mrs. Shelton
Books, Supplies and Post Office	Mrs. Elmer
Business and Finance.....	Mr. Phillips
Choir	Dr. Cassarino
College Placement	Mr. Blackard/Ms. Weldon
Computers.....	Electronic Office/IT Dept. (support @christschool.org)
Discipline.....	Mr. Hyche
Emergencies	Dorm Parent/AOD (828) 242-8114
Honor Council.....	Dr. Harris
Illness	Wellness Center/Dorm Parent
Job Program	Mr. Shelmire
Learning Resources	Dr. Peterson
Leaves/Permissions	Mr. Hyche/Mrs. Murphy
Maintenance and Repairs.....	Mr. Elmer
Medication Management	Wellness Center/Nurses
Off-Campus Permission	Mr. Hyche/Mrs. Murphy
Pastoral Support.....	Mr. Hartwig
Personal Concerns/Student Counseling.....	Dr. Garner
Residential Life	Mr. Colberg
Roommates.....	Mr. Colberg
Schedule/Course Change	Mr. Stay

Student Allowance.....	Mrs. Murphy
Testing (PSAT, SAT, etc.)	Ms. Weldon

Extracurricular Activities

Chapel and Acolytes.....	Mr. Hartwig
Service Learning.....	Mrs. Mahoney
National Honor Society	Dr. Harris
Outdoor Program.....	Mr. Shelmire
Struan (Literary Magazine)	Ms. Pulsifer
Student Activities.....	Mr. Goodrum
Music	Dr. Cassarino
Young Life	Mr. Gordon
DEI	Mr. Coley
Big Brother	Mr. Johnson

Live-in Dormparents (* = Dorm Head)

Cunningham	Mr. Thompson*, Mrs. Lowe-Thompson, Mr. Shelmire, Mr. Gordon
Gardner	Mr. Long*
Harris.....	Mr. Thornbury*, Mr. King
Noland.....	Mr. Tyburski*, Mr. Kramer
South Carolina	Mrs. Graziosi*, Mr. Graziosi, Mr. Williams, Mr. Lynch
Young.....	Mr. Ballenger*, Mr. Williams

On Campus Telephone Numbers

Administrator on Duty (AOD) Cell Phone, after school hours	828-242-8114
Christ School Office	828-684-6232
Nurse's Cell Phone	828-242-7959

APPENDIX A: Honor Council

Honor Council Procedure:

- ◆ A student who has been reported as having violated the Honor Code will first meet with the Faculty Advisors (and at times the Honor Council Chair) to determine whether an Honor Council hearing should convene.
- ◆ If an Honor Council hearing is necessary, the student and his Advisor (or some other advocate for the student if the advisor is unavailable) will be notified to be present at the hearing.
- ◆ The student will have at least 24 hours advance notice of an Honor Council hearing, unless the student requests or agrees to meet sooner.
- ◆ A quorum of at least 2/3 of the Honor Council and two Faculty Advisors are required to hold a hearing.
- ◆ The Honor Council makes recommendations to the Office of the Head of School, with whom all final decisions rest. In most cases except separation, the Faculty Advisor to the Council notifies the student, advisor, and parents of the school's decision. In cases that involve separation, the Head of School notifies the student, his advisor, and his family.
- ◆ All Honor Council hearings are confidential (see below). Parents or other concerned parties are not allowed to attend an Honor Council Hearing, nor are they allowed to contact members of the Council about proceedings, recommendations, decisions, etc. All inquiries should be directed to the Head of School or Faculty Advisors to the Council.

Sanctions:

If the Honor Council determines that a student has violated the Honor Code, the Council holds the power to recommend sanctions for the student as a result of the violation. The Head of School then reviews the recommendation and makes the final decision as to the violation and sanction.

Sanctions include the following:

- 1) The **Sign and Seal procedure** is designed to handle Honor Code violations without an Honor Council hearing. These violations are often less severe and sometimes involve students with a positive conduct record. If the Faculty Advisors determine that a violation of the code has taken place, a student will sign a letter admitting to their violation and acknowledging that, should he appear before the Council at a later date for another offense, the Council will learn about this previous

violation. The Sign and Seal process will involve the Faculty Advisors to the Council, Chair of the Council, and the student's advisor. The student's parents will be notified of the offense. The student may have additional consequences.

- 2) An **Honor Warning** is a less severe sanction than an Honor Action. After the student's parents have been notified, the student will then receive counseling from Honor Council members or the administration. The student may have additional consequences.
- 3) The next sanction is **Honor Action**, which means this behavior is in direct conflict with Christ School's mission to produce men of good character. The student must take responsibility to change this behavior. Additional Honor Actions throughout the student's career could be grounds for separation from Christ School. A student on Honor Action will receive more in-depth counseling. In the above sanctions, education about Honor is a key objective, the responsibility falling to the Honor Council members or the administration.
- 4) **Separation** from the school is the most severe sanction. It is reserved for the most serious violations, or for students who have had a previous Honor Action.

Discipline & Growth Plan

When recommending an Honor Warning or Honor Action, the Council has the discretion to recommend further consequences for a student who is found to violate the Honor Code. These consequences include but are not limited to the following:

- ◆ Plagiarism Workshop
- ◆ Peer or Faculty Counseling
- ◆ Letter of Apology – To be sent to teachers or persons towards whom the honor violation had a detrimental effect.
- ◆ Letter of Acknowledgment & Commitment to the Honor Code (similar to the content of a Sign & Seal).
- ◆ Assigned Stump
- ◆ Assigned Community Service
- ◆ Assigned Worklists
- ◆ Assigned weekend work project
- ◆ Out of School Suspension – Student is suspended from school and must return home for a time designated by the Honor Council.

Council Members:

The Honor Council is intended to be a student-led body that works together with members of the faculty to uphold the Honor Code and maintain a community of trust and integrity at Christ School.

The Council is comprised of the following members:

- ◆ Chair (Member of the VI Form)
- ◆ In addition to the Chair, the remaining Council is comprised of a group of no more than 10 students from all forms. At least one student from each of the following forms must be appointed to the Council: IV, V, and VI.
- ◆ Two or three Faculty Advisors
- ◆ Students from the II and III Forms may be appointed to the Honor Council.

Appointment to the Honor Council:

Form representatives are appointed to the Council through an application process. At the end of the school year, students submit an application and write a personal essay which are reviewed by the current members of the Council in the VI Form, including the incoming and outgoing Chairs and Faculty Advisors. Students will be notified when the application process is open. Students must be in good academic and behavioral standing to apply for appointment to the Council. While a student who has committed a previous honor offense is not prohibited from applying for appointment to the Council, he should recognize that his honor record will be considered in his application.

The VI Formers, Chair, and Faculty Advisors then select the Council for the coming school year based on their applications. Students may be asked to meet with the selection committee to discuss their applications further. The selection committee will make a recommendation of appointments to the Head of School, who holds the final approval in all appointments to the Honor Council.

Appointment to the Honor Council takes place during May each school year. Council members are appointed to serve for the upcoming school year. The Honor Council reserves the right to make at-large appointments throughout the school year.

The Honor Council Chair is the only position elected by the student body. Students who wish to run for Chair must self-nominate and give a speech in front of the entire student body explaining why they wish to serve as Council Chair. The student body then elects the Chair by a secret ballot vote. The Chair is announced at Tapping. Students with previous honor

offenses may be allowed to run for the Chair position, but they must seek approval from the Head of School before doing so. Students with a record of other major disciplinary actions may also be allowed to run, but they must seek approval from the Head of School before doing so. The Head of School has final say on a student's eligibility to run for the Honor Council Chair position.

Confidentiality:

Confidentiality is of utmost importance in the Honor process. The purpose of the Honor Code is not to destroy the good name of any young man at Christ School. The Honor Code and the Honor Council are designed to educate, affirm, and promote the values of honesty, truth, and simple trust—basic tenets of our life together in community. Therefore, confidentiality during the process is crucial. If a student is charged, only the following individuals will know that he has appeared before the Honor Council: members of the Honor Council, Faculty Advisor to the Honor Council, Faculty Advisor to the student, Chaplain, School Counselor, Head of School, the student's parents, and any witnesses. If a student is charged and found innocent, the Head of School, Chaplain and parents will be notified. The Dean of Academics is also informed when the infraction is academic in nature. All witnesses are held to the same standard of confidentiality. A breach of this confidence constitutes an honor violation. Obviously, members of the Honor Council are held to the same standard as all other students. Indeed, because of the sacred trust of the position, they are held to an even higher standard.

The Christ School Administration, Faculty, and Honor Council reserve the right, at any time, to review and amend the Honor Code in order to preserve the highest ideals of honor and integrity in the Christ School community.

APPENDIX B: Academic Policies

Grading Policy:

All grading of students by faculty must follow the system and standards set forth in this section of the School Handbook. Any variation or exception to this system and the standards must be approved in advance by the appropriate Department Chairperson and the Academic Office. Additionally, faculty are to adhere to the following guidelines:

- ◆ **Bonus and Grade:** Bonus points may not exceed 5% of the total grade..
- ◆ **School Policy for Class Work:** Late work will be accepted for credit at the discretion of the teacher and may incur a penalty. Requests for an extension must be made directly with the teacher, either in person or via email message, no later than 24 hours before the assignment is due. Teachers may set different deadlines for extension requests. All major assignments must be submitted to pass a course.
- ◆ **Makeup Work:** When a student is absent due to illness or an excused absence, the student has as many days as he has missed to make up missing assignments, up to one week. Whenever possible, students should contact their teachers prior to missing class. In the event of an extended absence due to illness or other extenuating circumstances, students must contact their teachers to create a schedule to make up all missed work in a timely manner that enables the student to resume learning at the pace of the class as quickly as possible.
- ◆ **Dropping Grades:** Dropping a major test grade is not permitted for any individual student unless it is dropped for the entire class. The dropping of no more than one minor grade per student shall be at the discretion of the teacher.

During the first week of every class, teachers will share a syllabus that clearly outlines their course's specific grading policies and their academic department's approach to the use of Artificial Intelligence (AI) in the classroom. This syllabus will be posted to the class's OnCampus Bulletin Board.

Test Policy

Test: A form of examination used to determine mastery of discrete blocks of material, lasting more than 20 minutes.

Quiz: A short form of examination, used primarily to measure progress, not mastery, lasting less than 20 minutes.

No student should be required to take more than two major tests nor shall a student have more than one research paper due on the same day

unless it is the student's choice to do so. The appropriate recourse for a student who finds himself in a testing conflict is to speak with his teachers. If needed, the student and teachers can work with the Academic Team to work out an alternative testing schedule.

A student who is absent during a class in which a test is given but is present at other classes the same day will be required to take the missed test on that same day. The only exception to this requirement is when a student was ill the previous day.

Students who, due to cancellation of an athletic contest or other events that would keep them from being present for a test, or unexpectedly are in school during the period when the scheduled test is given, must take the test at the scheduled time.

Semester Exams and Presentations

Semester 1

Exams will be given in all classes at the end of Semester 1. Semester 1 exam grades will count as follows: 15% for students in second form (8th Grade) classes and 20% for students in high school classes.

The Semester 1 exam period for each class will be two hours long, and students must remain in the exam room for the first 90 minutes. Students will not be exempted from exams based on grades.

All exams will be given only on the specific days set on the calendar (below). Students should plan to remain on campus throughout the exam period and should not ask to take exams early or late to accommodate travel schedules.

Semester 1 Exam Period

Monday 12/11	H Block 8:30 am – 1:30 am	A Block 1:00 pm – 4:00 pm
Tuesday 12/12	B Block 8:30 am – 11:30 am	C Block 1:00 pm – 4:00 pm
Wednesday 12/13	D Block 8:30 am – 11:30 am	E Block 1:00 pm – 4:00 pm
Thursday 12/14	F/G Block 8:30 am – 11:30 am	

Semester 2

In the second semester, faculty may administer a traditional exam or assign a project, report, presentation, paper, or portfolio to determine students' mastery of course content. These concluding exams or assessments will count as follows: 15% for students in second form (8th Grade) classes and 20% for students in high school classes. These exams or assessments must be approved by the Department Chair and Academic Office no later

than April 15, 2024, and should be administered or completed during the Semester 2 Exam/Presentation Period (below).

The Semester 2 exams will be two hours long, and students must remain in the exam room for the first 90 minutes. For courses with alternative assessments, faculty will use the exam block for presentations related to the paper, project, portfolios, etc. completed by students. Student presentations should fill the first 90 minutes of the two-hour exam block. Students will not be exempted from any of these final exams or assessments based on grades.

All exams and presentations will occur on the specific days set on the calendar (below). Students should plan to remain on campus throughout the exam/presentation period and should not ask to take exams or present early to accommodate travel schedules.

Semester 2 Exam/Presentation Period

Monday 5/13	F/G Block 8:30 am – 11:30 am	E Block 1:00 pm – 4:00 pm
Tuesday 5/14	D Block 8:30 am – 11:30 am	C Block 1:00 pm – 4:00 pm
Wednesday 5/15	B Block 8:30 am – 11:30 am	A Block 1:00 pm – 4:00 pm
Thursday 5/16	H Block 8:30 am – 11:30 am	

Advanced Placement Program

- ◆ Christ School Advanced Placement (AP) courses are the most challenging the school offers. They are considered “college level” courses. Students who enroll in these classes understand the time commitment and academic rigor they require.
- ◆ A three-week initial evaluation period exists for the teacher and the Academic Office to make a judgment of “fit.” The student agrees to this evaluation period and acknowledges that anything short of full effort or achievement of the minimum academic requirements is grounds for removal from the class.
- ◆ Any student who wishes to take an AP class must demonstrate academic maturity. Other criteria considered in the admission process are PSAT or SAT scores, work ethic, GPA, and demonstrated success in similar courses. Approval is given by the Academic Office, which will work closely with the Department Chair and Registrar in making final decisions regarding acceptance.
- ◆ It is agreed that a student who is not capable of the work required for an AP course may consider taking an honors course in its place if

one is available. Honors courses are measurably more difficult than a college prep section of the same course.

- ◆ For students who enroll in AP courses to receive AP weighting for their GPA (see below), they must take the AP exam when it is administered at the end of the course.

Advanced Studies Courses and Independent Studies

Advanced Studies courses are college-level courses as challenging as AP courses but not created by or offered by College Board. Independent Studies offer students the opportunity to work one-on-one with faculty advisors on particular topics of interest or creative projects. Students who seek this opportunity must clarify the aims and content of the project and develop a comprehensive proposal with input from a faculty advisor. Students who wish to complete an Independent Study must receive approval from the Curriculum Committee and the Academic Office before registering for classes in the spring before the Independent Study begins. Advanced Studies courses and successfully completed Independent Studies are granted AP-equivalent 1.25 weighting on Christ School transcripts.

Seniors and Graduation Policy

- ◆ Seniors must pass all classes in the senior year.
- ◆ Seniors who fail a course may participate in graduation but will not receive a signed diploma until they successfully pass the course.
- ◆ A second failure could result in the student being required to attend summer school or being required to take intensive tutoring prior to a third attempt to pass the course.
- ◆ Seniors must attend their Baccalaureate and Commencement ceremonies. Requests to miss those ceremonies must be submitted to the Head of School in writing before May 1 for consideration.

Policy Regarding Early Graduation

To receive a Christ School diploma, seniors are required to fulfill all academic and Student Life Office requirements. Any changes made to the original year of graduation from a student’s acceptance to Christ School must be approved by the Leadership Team prior to April 1st of the student’s junior year. Students who do not receive approval from the Leadership Team and still choose to leave before their original graduation date shall be considered withdrawn and will not be eligible to participate in any graduation events or ceremonies. Those students will receive their diplomas and final transcripts in the mail after completing requirements, including satisfying all account balances with our Business Office.

Policy Regarding Incompletes

A student who receives an incomplete on his report card will be given a reasonable period of time, mutually agreed upon between the student, the teacher, and the Academic Office, to turn in his work.

Academic Honors

Christ School believes in encouraging and recognizing academic achievement. To be eligible for academic honors a student must carry at least five courses, of which four are academic courses, and not be subject to any disciplinary actions. All honors determinations will be based on a student's GPA, including weighted grades in honors, AP, and Advanced Studies classes. Students should consult the Academic Office to determine GPA (Grade Point Average). Determination for academic honors, warnings, and probation is based on GPA calculated at the end of each semester.

Head of School's High Honor Roll A student will be placed on the High Honor Roll when his academic average is a weighted GPA of 4.25 or higher with no grade below a B-(80, weighted).

Honor Roll A student will be placed on the Honor Roll when his academic average is a weighted GPA of 3.5 or above with no grade below a B- (80, weighted).

Selection of Valedictorian The senior who possesses the highest weighted cumulative GPA will be named class Valedictorian. The student must have attended Christ School for at least his junior and senior years to be eligible for this honor and only grades earned at Christ School will be considered. The school reserves the right to name multiple Valedictorians if it is deemed that a student's or students' GPA is within a few hundredths of a point of the highest GPA. All decisions will be final and are not appealable.

Academic Discipline and Policies

Students experiencing academic difficulties may be subject to the following :

Academic Warning/Probation

A Student who has a GPA at or below 1.33 in any given marking period will be placed on Academic Warning. A student will be placed on Academic Probation if his GPA falls below a 1.00. A student will remain on Academic Warning / Probation throughout the next marking period or a minimum of four weeks.

Study Halls / Study Periods

Study Halls are scheduled during the day and evening. These times are set aside for academic preparation and in-depth reading. Placement in daytime

and evening study is determined by grades and advisor recommendations.

Academic Day

Room Study: Students with a 3.0 YTD GPA or better and in good standing with the community are eligible to study in their rooms or Wetmore Hall. Students with room study may use headset/headphone listening devices. No other form of "listening" will be allowed, i.e. stereos, computers, radios, etc. **Please note: Refer to [Residential Life section](#) for specifics at each grade level.** Students with room study during the day may use the Media Center or the weight room at their discretion.

Supervised Study: After each report card is published, students with A) a year-to-date (YTD) GPA below 3.0; B) any F grades; and/or C) poor community standing will be assigned to a supervised study hall in the Media Center. Students are to sign in with the study hall proctor and remain in the Media Center for the entire period.

Evening Study (Sunday–Thursday)

Room Study: All students will have room study in the evening unless they are in Evening Supported Study Hall (ESSH). In order to leave his room for any academic reason (i.e. meeting with a teacher for extra help, studying with another student in another dorm, going to the Media Center), a student must have obtained permission from both the dorm parent on duty and the faculty member from whom he is seeking help. All students in room study during evening study hall may sign out with their dorm parent to use the Media Center. All students using the Media Center must check in and out with the faculty member on duty.

Evening Supported Study Hall – (ESSH)

Under the direction of the Director of Academic Resources, proctors are available in the evenings to help students who need support to maintain focus and productivity during the evening study period. Each night, Sunday through Thursday, a limited number of students are assisted with their work by the proctor of the study hall. The intent is for these proctors to oversee student organization, time on task, and completion of homework assignments.

Dropping a Course

A teacher or administrator may recommend that a student drop a course because the student is not an appropriate match for the course. The teacher will discuss the student's situation with the Department Chair, the student's advisor, and the Academic Office to determine if a "drop" is the correct course of action. Except to correct mistakes in the scheduling of classes, no changes will be made to a student's schedule until the third day of classes of a semester. A student may initiate a request to drop a course **only in the first three weeks** of a course.

Please note: The student is to attend the original scheduled class until he is given a new schedule by the Registrar. Failure to do so will be treated as an unexcused absence. The final decision for all dropped courses rests with the Academic Office.

Adding a Course

Students will be allowed to add courses to their schedule at any time during the **first three weeks** of each semester if the following provisions are met:

- ◆ All requests to add courses must be approved by the student's advisor, and then be discussed with the Academic Office.
- ◆ Written approval as shown on the drop/add form must be obtained from the affected teachers.

APPENDIX C: Technology Policies

Technology Acceptable Use Policy (AUP)

Christ School offers students Internet access campus wide. Our goal in providing these services for the community is to promote educational excellence in our curriculum by increasing the available resources, to help students learn to navigate these resources, and to enable communication with family and friends. To ensure that these services are used as they were intended, as well as to keep it running properly, the following guidelines must be agreed to by all users. The Christ School Technology Department and Student Life Office reserves the right to take and check a student's computer if we have reason to believe any of the policy has not been followed. Inappropriate use of technology devices will be grounds for having that student's technology privileges revoked and/or confiscated. Students who lose their technology device will be responsible for informing their parents of the loss.

Student Social-Networking Acceptable Use Policy

Given the explosive growth and expansion of social-networking technology such as Facebook, YouTube, Instagram, SnapChat, Twitter, etc. and related resources such as blogs and other web-based discussion forums across all areas of modern life, Christ School has developed the following policy to provide guidance to students when using these networks in a school- or classroom-related context.

Parameters and Context We realize that social-networking bridges both the work life and personal life of students – and thus, some cross-over and conflict of responsibilities may occur. The school's interest is in defining the educational and school-related contexts of social-networking and blogging, for the protection of our employees, students, and the school community as a whole.

Key Principles Interacting online with each other, with faculty and staff, with alumni, and with others outside of the school community is, in its essence, no different from interacting with these groups face-to-face. With specific regard to social-networking, all students must:

- ◆ Understand that they are accountable for their postings and other electronic communications. This includes responsibility for any online activities conducted with a school e-mail address, or while using school property, networks, or resources, or other similar means of transmission which can be traced back to the school.
- ◆ Exercise appropriate discretion when using social networks for personal communications (such as with friends, students, parents, former

students, etc.) that can in any way impact their role at the school. Students who choose to list or reference their school affiliation (where permitted by this policy) on a social network, blog, or similar venue should treat all such communications with care and discretion.

- ◆ Err on the side of caution when interacting on-line, remaining cognizant that social-networking activities may be visible to past, current, or prospective students, parents, and community members – and thus reflect (positively or negatively) directly or indirectly on the school, affecting current students, faculty/staff, and community members.
- ◆ Balance their right of individual free expression with the valid interests of the school in promoting and presenting its mission, culture, and values to the community at large as reflected by the public actions and statements of its students.

Classroom Use of Social-Networking Students are expected to limit class activities to school-sanctioned online tools (including social networks and blogs; please contact the Director of Technology for a list of approved sites). New social-networking tools and features are being continually introduced which may or may not be appropriate for course use. If a student finds a networking tool that he thinks will be useful in the classroom that is not already on the “approved” list, he should contact the Director of Technology to receive approval of the tool or resource prior to using it.

Note: Students are reminded that social-networking sites are increasingly interconnected – i.e., linking to one another – in ways that may be largely outside the direct control of the users on any given site. Therefore, cautions regarding posting of inappropriate content to any networks – as described in further detail in the remainder of this policy – should be carefully observed.

Social Media Connection with Faculty/Staff Students are strictly prohibited from initiating connections with faculty or staff through social media.

Groups in Your Social Network All students are asked to use good judgment in visibly and publicly associating only with social-networking groups consistent with the mission and reputation of the school. At the same time, this provision is not intended to limit valid intellectual discourse on a wide variety of subjects or viewpoints. (See “Online Identity and Posting to Blogs” below for further details).

Privacy Settings and Content Exercise care with privacy settings and personal-profile content, to ensure that posted content does not reflect poorly on the school in any way or otherwise create a conflict of interest. Content should be placed thoughtfully and periodically reviewed. On

most sites, privacy settings can be changed at any time to limit access to profiles and searchability, and changes should be made when necessary.

Time on Social Sites Students should refrain from using social networking or blogging sites for personal use during school hours except for incidental usage (e.g., spending a moment or two checking a site in between classes or other school activities). Students are primarily expected to limit this activity to after school hours – except for explicitly class-related use of these sites. In no case may use of social-networking resources interfere or impede the student’s completion of his classroom duties and responsibilities to the school.

Online Identity and Posting To Blogs As a vibrant academic community, we encourage all students to maintain active interest and engagement in a wide range of activities, intellectual pursuits, causes, missions, and the like, including social, political, religious, and civic-oriented groups, organizations, blogs, publications, etc. At the same time, this must be balanced with the school’s right to manage public communications issued directly or indirectly in its name or on its behalf. With specific reference to posting messages to blogs (i.e., meant to broadly include a variety of discussion-type forums viewable on the Internet), students may not post messages indicating or implying a connection to the school in any way without the prior written consent of the Head of School.

Use of Logos, Trademarks, and Intellectual Property Students are not permitted to use the school’s logo, trademarks, official photographs, and all other intellectual property or proprietary materials of the school in any postings without the written consent of the Head of School or Director of Advancement.

Transparency Students should never misrepresent themselves or the school in any social-networking or blogging posts. The school will never ask a student to misrepresent himself on behalf of the school.

Illegal Activities Students are prohibited from engaging in illegal activities or accessing websites with illegal or otherwise prohibited content when using school networks or school equipment on or off of school property, during or after school, or while directly or indirectly representing the school in any way.

Monitoring Students are reminded that – as one means of ensuring compliance with this policy – the school reserves the right to monitor student electronic communications and activities that are transmitted through school networks and/or using school-provided equipment. This enables the school to take prudent steps designed to protect the school, its students, employees, and other community members from potential harm, liability, or other risk. As a result, students do not have an expectation of privacy in this regard.

Photo Permission By enrolling at Christ School, you agree that your photo / image / likeness may be used in any and all Christ School communications, public media posts, publications, etc. If you wish to opt out of having your image intentionally used by Christ School, please submit a request in writing to the Communications Office at csccommunications@christsschool.org. Please note that it is impossible to guarantee that your image will not appear in photos or videos of public places such as in crowds at sporting events or in Chapel or Assembly. If a school photographer invites you to join a photo, please remind them of your opt out, and please also excuse yourself from small-group photos where possible.

Cell Phone Policy

We believe that cell phones are highly useful tools for communication and an important part of our boys' lives. We also believe that if we aren't intentional, they distract us from being present and take us away from the community we seek to build. We ask that cell phones not be used during the academic day (8:30-3:20) in all academic buildings and community gathering spaces such as Chapel, Assembly, Lunch, Pingree or Special Events. Students should place their phones in designated spaces when they enter a classroom. We also ask that earbuds or headphones are put away during these times, except in class with the permission of your teacher. In seeking to build a healthy relationship with cell phones, we provide resources and education surrounding usage throughout a student's time at Christ School. This allows all of us to engage in community by being present, responsive, and available to others. A repeated inability to abide by these expectations will lead to cell phone or ear bud/headphone limitations.

All students with cell phones are required to provide their numbers to the Student Life Office for the emergency notification system. Additionally, it is expected that all students carry their cell phones with them when travelling outside of school grounds. On occasion should the school have reasonable cause, it reserves the right to access a student's cell phone, including but not limited to its text history, photo history, social media history and/or usage. The student may choose to be present when the school takes this action. Parents will be notified on these occasions and the school is committed to being fair and judicious in its approach in the handling of those situations.

In the event a parent must contact a student during the school day, parents should contact Kim Murphy at (828) 684-6232.

Technology use during any school sponsored event and/or trip, including but not limited to field trips, athletic contests, etc., will be at the discretion of the supervising adult.

Evening Use of Electronics

Cell phones will be collected and stored at the beginning of study hall and returned afterwards. 8th and 9th grade students will have time limits on their phone designed to create a healthy sleep environment and will turn in all other technology (laptops, iPad, etc.) before In-Rooms for overnight storage. Technology will be returned in the morning and available at 7:00am school days and 8:00am on the weekend. Any student who attempts to turn in a fake, duplicate, old, or broken cell phone or any other object or technological device, in place of his actual technology, will be in violation of this policy and the Honor Code and subject to disciplinary action.

General Residential Technology Use Policies

No stereo systems or televisions are permitted in individual student rooms. Televisions are available in the Commons Rooms of the Dorms and in the Student Center for throughout the day except for Evening Study Hall.

All students, except for seniors, are prohibited from bringing their personal gaming systems (PS3, Xbox, etc.) to campus. Seniors must register their gaming system with the dorm head at the beginning of the year, or whenever they are brought to campus. Game systems are available in each Dorm for use on weekends at the discretion of the Faculty on Duty. No student is permitted to have more than one computer / laptop for use at Christ School. No dedicated gaming computers are permitted. Seniors may bring a monitor no larger than 32" inches in addition to a laptop. Dorm Head will make the final determination as to whether the monitor is an appropriate size.

Students who do not comply with the designated "lights out" policy because of technology devices will lose technology privileges and will be subject to the following penalties:

- **First Violation:** Student will be warned and reminded of school policies and expectations and have the device in violation confiscated until the end of the class or school day.
- **Second Violation:** Student's device in violation will be confiscated and turned in to the dorm head for 48 hours.
- **Third Violation:** Student's device in violation will be confiscated and turned in to the Student Life Office for an indefinite period and the student's parents will schedule an appointment with the Student Life Office to address the continued disregard to policy.

The Dorm Head and Dormparents may decide to restrict or collect and store a student's technology (computer, iPad, cell phone, etc.) after In-Rooms as a method of improving technology-use habits or addressing poor citizenship concerns.

APPENDIX D: Automobile Policy

Automobile Policy

Christ School discourages students from bringing automobiles on campus. However, due to the logistics of current family life, we recognize that it may be necessary for a student or his family to request car privileges. The school views car usage as a privilege, not a right. At any time or for any reason, Christ School can revoke this privilege and request that a student's car be removed from campus. Any student whose car is associated with the purchase, use or distribution of alcohol, any controlled substance, or any other illicit use will lose his car privilege for the rest of his career at Christ School and subject himself to outright dismissal. Moreover, a student who is not operating an automobile but is a passenger in an automobile used for the aforementioned purpose shall lose his driving privileges for a minimum of two academic semesters.

Failure to hand in keys/remote keys after use, possessing an alternate set of keys or failing to park in assigned space could result in immediate loss of driving privileges. Car keys should be turned in to the on-duty Dormparent when returning to campus. This policy is strictly enforced. Keys will be stored in the dorms. Permission to have vehicles on campus will be granted for standard four-wheeled vehicles only. Requests for car privileges must be made directly to the Student Life Office. The Student Life Office may deny any request regardless if a student meets all of the below qualifications. Students must obtain a Usage Regulation Form from the Student Life Office and commit to all rules and regulations of vehicle usage. Further, it is expected that the student know the school phone number and the cell number in order to notify the school when traveling and an emergency arises. (School # 828-684-6232, AOD Cell 828-242-8114)

All students must turn in the appropriate paper work to the Student Life Office before driving to and from school.

To qualify for having a vehicle a student must:

- ◆ Be passing all classes
- ◆ Be in good standing with the Student Life Office. An example of this is meeting all daily obligations on time or not having any major school violations.
- ◆ Observe all driving regulations at all times.
- ◆ Park only in assigned space.

Senior Boarding student usage: *The Student Life Office must have permission from driver's and rider's parents each time the student's car is used. Seniors may only transport other Seniors. No underclassmen are permitted to ride with a Senior except when gaining special parental permission.*

Junior Boarding student usage: *Juniors may use their cars ONLY for driving to and from home for vacations or for legitimate weekends approved by parents (in writing) and the Student Life Office. Absolutely no driving allowed when on campus except for these approved trips to and from home. This is a zero tolerance policy. Failure to turn in keys, being in possession of a duplicate set of keys, or any illegal use of the car will result in privileges being revoked for the remainder of the year. No student may ever ride in a Junior's car unless it is to and from home – written permission from driver's and rider's parents is required.*

Day student usage: *Transportation to and from home to school with only those other day students for whom specific signed permission has been received (signed by both families). A Day student may have to turn in his keys to the Student Life Office when arriving on campus if he is not following the expectations of the School. **Day student cars must remain in the student lot.** These policies are strictly enforced.*

Violations and Penalties

- ◆ If any student uses his car to go off campus without authorization his car privilege could will be revoked.
- ◆ If a boarding student keeps another set of keys at school his car privilege could be revoked.
- ◆ If a student drives another student who is not on his approved list of passengers, his car privilege will be revoked for at least the remainder of the year, or part of the following academic year.
- ◆ If a student keeps a car off campus, that student could be brought before the Judiciary Council. Car privileges will be immediately revoked.
- ◆ A third tobacco violation, excessive worklists, will result in revocation of a student's car privilege for the current semester as well as the following semester.
- ◆ If any student fails to observe any of the conditions above which apply to his use of a car, or if he is charged with breaking any federal, state, or local laws, the car privilege may be revoked and his status at the school placed in jeopardy.
- ◆ Any student who departs early without permission or consistently returns late is subject to having his vehicle permission revoked. Students are expected to leave campus and return to campus at the times on their approved leave request forms.

No student may drive their own car to Advisee lunch, or any lunch during the school week.

APPENDIX E: Wellness Center Policies

Health Forms

Each year, a health form packet is updated and provided online. **All forms must be completed for both Day and Boarding students by registration.** Students are required to have an annual physical completed by a licensed medical provider. A sports physical will meet the requirement. Copies of health insurance cards must be on file with the Wellness Center. Current health and physical forms **MUST** be completed before a student may participate in school activities including athletics. Students must be vaccinated and in compliance with all Christ School medical requirements. Trip vaccines and foreign travel appointments are parent responsibilities. Failure to meet established medical requirements are grounds for cancelation of enrollment contract.

Sickness

To minimize sickness or spread of communicable disease on campus, we ask that all cooperate with our policies. We recognize that illness cannot always be avoided but responsible measures can reduce missed classes and improve well-being for all.

If a boarding student awakens ill, he should come to the Wellness Center prior to breakfast or 30 minutes before first class of the day. If he becomes ill during class, his teacher may send him to the Wellness Center for further evaluation. Day students should not come to school sick and if become sick during the school hours, they should immediately report illness to the Wellness Center. The same procedure will be followed, and parents notified for pick up.

At no point during the day should a student who is ill go to or stay in their dorm room without permission. This includes during room study halls and sports period. If a student becomes ill during his unscheduled daytime hours, he should report to the Wellness Center directly, notifying the Student Life Office, teacher, and/or his coach. If during the evening study hall, he should check with the supervising faculty member or if overnight, he must contact his dorm parent, who will contact the administrator on duty (AOD). If the nurse is needed during the overnight hours, the AOD will contact the nurse on call. No student should ever leave the dorm after lights out without permission.

If a student becomes ill at school with symptoms or temperature elevation, the nurse will determine length of stay needed in the Wellness Center. This includes participation in scheduled sporting events or practice. If an overnight stay is necessary, parent will be notified. If a student lives locally,

care should be provided at home until student is able to attend classes. For prolonged illness or immobilizing injury, parents will be responsible for care if living a reasonable distance from campus.

If an Urgent Care or medical visit is deemed necessary, parents will be notified prior to appointment when possible. Length of stay in the Wellness Center will be based on diagnosis, test results, and treatment recommended. Any Day student or student who is ill at home should not return to campus until 24 hours after antibiotics started (if applicable), fever is absent (without fever-reducing medications for 24 hrs.) or cleared by a medical provider.

Chronic Illness

Students with chronic illnesses (asthma, diabetes, anaphylaxis, seizures, etc.) must be responsible for their own self-care, monitoring, and diet/med compliance. Keeping adequate supplies for monitoring devices and refills for meters, Glucagon, Inhalers, Epi-pens etc. is required by the student and if low, should be reported to the Wellness Center with adequate time for reorder. Carrying necessary supplies on campus and off is student's responsibility. **An Emergency Action Plan must be on file with the Wellness Center for any chronic illness**, outlining steps to be taken if needed. This must be obtained from your medical provider. Christ School is not responsible for the compliance or non-compliance of the student. Students missing excessive class due to non-compliance may be asked to take a medical leave until under control. Nurses, faculty, and staff are available for support, but routine maintenance and preventative care is required by the student.

Medication

All medications, including over the counter, CBD products, sleep aids, cessation products, supplements, and vitamins, must be kept in the Wellness Center. Only insulin/Glucagon, rescue inhalers, Epi-pens, and prescription face creams/washes are allowed in students' rooms or backpacks (this applies to Day students also). Medications to be administered daily will be done from the Wellness Center. Over the counter as needed medications will be administered from the Wellness Center and occasionally by athletic trainers for a sports injury. Christ School athletic trainers, faculty, dorm parents, coaches, chaperones, and administrators on duty (AODs) may administer routine medications and over the counter medications when a student is off campus or when a nurse is unavailable.

Christ School is not responsible for the medication compliance or non-compliance of the student. It is the student's responsibility to take medications as prescribed and on time. Students failing to take medications as

prescribed will be reported to the Student Life Office. Please review the Medication Policy in your Health Form packet. Also, please note:

- ◆ All medications require a written licensed medical provider order. Any changes to drug, dose, or time to be administered requires an order also from the prescribing medical provider.
- ◆ Medications held due to side effects require prompt communication with medical provider and cannot be held only on parent request.
- ◆ Medications sent to school should be sent directly to the Wellness Center, not to your student.
- ◆ If choosing to use a pharmacy other than the school pharmacy, all responsibilities for providing medication/OTC medications and supplements in a timely manner are with the parents. Refill notices will not be sent.
- ◆ All medications must be in pharmacy labeled containers and no medication will be given belonging to another family member. All medications **MUST** have the student's name and administration directions on the label.
- ◆ No capsules will be opened to dispense partial doses.
- ◆ Over-the-counter medications, vitamins, or supplements will only be given per label instructions. Parents must provide written request for the administration of OTC medications, vitamins, or supplements. **Not all OTCs can be safely administered with other prescribed medications and therefore, may require licensed medical provider approval. An order from a licensed medical provider is required for, but not limited to, OTC sleep medications, CBD products, nicotine addiction treatment, protein and creatine supplements and must be kept and monitored in the Wellness Center.**
- ◆ Medications will be packed for breaks and weekends only with written notice from parents. Email reminders are sent prior with packing guidelines.
- ◆ Taking medication is a part of a student's responsibility for preparing for daily life at Christ School.
- ◆ If a student is tardy or absent to their allotted medication window (morning, mid-day, evening, etc.) they will be assigned demerits/worklist (please refer to the [Policy of Infractions](#)).

Medical Appointments

We ask that routine medical/dental and orthodontic appointments be scheduled while students are home over school breaks. Frequently, off

campus appointments are necessary for specialists, dental / orthodontic care, labs, etc. If a student becomes ill or injured while at school, necessary appointments will be made by the Wellness Center. The Wellness Center staff arranges transportation when needed for appointments. We must have notification of all off campus appointments (48hr notice is preferred). A transportation fee does apply and will be charged by the Business Office. When possible, appointment times are scheduled for students to miss the least amount of class.

Hospitalizations

Occasionally, a student may require hospitalization or surgery. The Wellness Center staff will, in an emergency, provide a designated Christ School staff member to accompany the student to the hospital. Parents are to attend to their student within 3 hours if living within 100 miles of school and within a reasonable period (less than 24 hrs.) if living further.

Hospitalization and surgeries that are not emergencies are the responsibility of the parent, both pre- and post-hospital/surgical care. Once the student is discharged, a "plan of care" meeting between the Wellness Center, Student Life, and the parent will establish when a student may return to school. This is to ensure that the environment and staff of the school can meet the needs and safety for the student before returning to campus.

In the event of an extended leave or hospitalization due to mental health concerns, a plan of care meeting between the school and family must take place before a student can return to campus. This meeting can be arranged by contacting the Director of Student Counseling and Wellness Programming. The Director will invite all appropriate parties to the meeting in order to ensure that the environment and staff of the school can meet the needs of the student, before returning to campus.

APPENDIX F: Confidentiality

The expectation of Confidentiality is that a student may feel free to go to the Chaplain, the Counselor, or any member of the faculty in confidence and reveal to him or her troubles about which he is worried personally. There must be an understanding that the member of the faculty may refuse to accept the confidentiality or may insist that other corrective steps are taken, and concerned parties informed. All of this will be done with the sympathetic support and advice of the confidant.

Where the confidence represents an infraction of major school rules, the confidant may: (1) make a written dated memo of the conversation, actions, and commitments agreed upon with the School Chaplain*; (2) place it in a sealed envelope; (3) deliver it to the Student Life Office which will keep all sealed agreements. A sealed agreement may be unsealed and revealed at a future time if the student fails to keep his commitments and/or gets in trouble for a similar offense. However, the revelation of this memo will not constitute a prior offense that would make the current offense one requiring immediate dismissal. Rather, it will be used to inform and guide the Judiciary Committee, Counselors, and Head of School. ***Please note: If the student breaks the confidence, the incident will be handled as a major rules infraction (first or subsequent offense, as the case may be).***

* *The Chaplain must be contacted when the confidence represents an infraction of major school rules. He will serve as an advisor to the student and faculty member as chosen confidant.*

APPENDIX G: Residential Life Policies

Food Delivery Rules

Students are permitted to order food from off-campus delivery services under the following guidelines:

- ◆ All food deliveries are to be delivered and picked up from the clock in Alumni Plaza. No deliveries are to be made to the dormitories.
- ◆ Students are permitted to receive food orders between the hours of 3:25PM and 7:30PM. On weekends, students should not have food delivered after 10:30 PM. We recommend placing orders no later than 9:00 PM. Students may have their food confiscated if they do not comply with these rules.
- ◆ Students should treat delivery drivers with respect. If students fail to meet their driver or treat their driver in a manner unbecoming of a Christ School student, the food may be confiscated and the student may lose the privilege of using off-campus delivery services.

Study Hall

- ◆ All new students will be assigned to a daytime Study Hall in the Media Center through the first Progress Report.
- ◆ After the first Progress Report, all students may have daytime room study hall if GPA is 3.0 or above.
- ◆ Evening study hall will be in dorms unless the student is:
 - 1) On Academic Probation
 - 2) In Evening Classroom Study Hall – Supported (ECSH-S)
 - 3) Requested by parents or Dormparents to be in something other than room study
- ◆ Study Hall begins at 8:00 p.m. and lasts until 9:30 p.m.
- ◆ Cell phones are collected in the dorms before study hall and returned to the student after study hall ends. Each student should have his cell phone turned in at least 5 minutes before study hall begins, or before he departs the dorm for Evening Supported Study Hall (ESSH) in Stolz Hall. If the cell phone is not turned in to the dorm, it'll be collected by the study hall proctor in ESSH.
- ◆ Students (not including seniors) should have their doors propped open 5 minutes in advance of study hall and should be seated at their desks accessing school-related material on their computer and desktop. Students are not allowed to study in bed or in any other part of the room away from their chair or desk.

- ◆ Seniors who live with a sophomore or junior may not keep their door closed during study hall. This privilege can be earned, at the discretion of the dorm head, after the first semester.
- ◆ Students are allowed to listen to music on their headphones during study hall.
- ◆ Students are allowed to speak at a polite level with their roommates about school-related matters.
- ◆ Students are not allowed to play videogames, watch YouTube videos, television shows, or videos on their computer, or use the internet for non-school related activities during this time.
- ◆ A student may leave his room with permission from the Dormparent on duty in order to work with other students in the dorm; this work must be done in the upstairs or downstairs commons under the supervision of the senior leader or Dormparent on duty. Students may leave their room to ask another student a question, and the student should do so in a prompt manner, avoiding social conversation, and then returning to his room. Students may also go to the media center or to a teacher's classroom or dorm with the permission of the Dormparent.

Information Relevant to All Dorms

- ◆ Residents of Gardner, Harris, Noland, South Carolina, and Young are allowed to bring their own desk chair and no other additional furniture. **No extra furniture in Cuningham. Only seniors may have a small couch or futon.**
- ◆ Keep furniture in the room to which it is assigned.
- ◆ Students must not attempt to repair or alter the electrical lights, switches, or outlets in a room. Maintenance personnel must complete all repairs.
- ◆ No animals or pets are to be kept in a student's room.
- ◆ No knives, lighters, incense, incense burners, or wax burners in a student's room, or in their possession.
- ◆ Decorations that are considered offensive will be confiscated. This includes items that advertise or suggest the objectification of women, pornography, alcohol, drugs, tobacco, hate, racism, etc. The Dorm Head and the Director of Residential Life will make any final determinations on what is offensive and what is not.
- ◆ Students may bring a small carpet no more than 5x7 feet in area.
- ◆ Students are allowed some discretion in rearranging their furniture, but the Dorm Head or Director of Residential Life must approve these changes. Gardner and Harris are the only dorms where beds are lofted or bunked. Students may not hang any

items from the ceiling of their dorm rooms. All rearranging of furniture must comply with fire code standards.

- ◆ School property that is defaced will be billed to a student's account and considered a possible major rule violation. This includes, but is not limited to, the following: writing on furniture, application of permanent or adhesive stickers, vandalism, application of posters and other decorations with improper materials for attachment. Dormparents will notify students of what is, and what is not, acceptable.
- ◆ Any room damage must be reported immediately to the Dormparent on duty.
- ◆ Student rooms should be locked unless in use, in which case the room should be unlocked.
- ◆ All students are provided a safe to securely store all valuables.
- ◆ Christmas lights, light strips, etc. are not permitted to be hung inside the dorms.
- ◆ Only surge protected extension cords/power strips are acceptable for use in the dorms. At no time can extension cords be connected and chained together to extend their reach.
- ◆ Monitors and projectors are not permitted. Only seniors may have a 32" monitor in their room.

Room Inspection

- ◆ Room Inspection will take place at "In Dorms" during weekdays. Rooms and dorms are expected to be in inspection order during the academic day. Weekend standards are less strenuous, but tidiness is expected. Senior leaders, seniors and juniors with dorm honors all may earn the right to have their rooms inspected at different points during the school year.
- ◆ If a student does not consistently pass room inspection, he will face consequences in the dorm or through the Student Life Office. Students and dorm communities will be rewarded for keeping their room and dorm clean on a regular basis.

White Glove Inspection

White Glove is a thorough inspection of the room that requires roommates to make a cooperative and dedicated effort to cleaning their room every Sunday afternoon and evening.

If one or both roommates will not be on campus in time for White Glove on Sunday evening, it is the responsibility of both roommates to leave their room in a state that will pass a White Glove inspection. It is the responsibility of both roommates to clean their personal and common spaces in the room. The burden of cleaning the room should never fall

solely on the shoulders of one student. It is possible for one roommate to pass inspection and for the other to fail.

A student fails White Glove if he fails more than 2 individual items on the list below. If both students A and B fail a common area item, and student A fails two personal area items and student B fails only one, then student A will fail White Glove while student B will pass White Glove.

The administration of White Glove will take after the dorm meeting at 9:45 in Cuningham, and 10:00 in all other residences.

White Glove Inspection Checklist

- Bed made
- Closet orderly (put away, dirty clothes in hamper, no trash)
- Dresser drawers organized with clothes folded
- Desk ordered & clean (includes drawers & under computer)
- Floors dry swept and wet mopped
- Mirror cleaned
- No newly broken items. List if found:
- Rugs vacuumed
- Screen attached & functioning (check and note this!)
- Sink scrubbed and cleaned
- Trashcan emptied and clean
- Under bed swept & mopped with less than 2 items under bed
- Window cleaned
- Window ledge dusted

In-Rooms/Lights-Out

Christ School students are allowed to come and go from their dorms on campus with a significant deal of freedom. Students must respect the required times for returning to their dorms to enhance our community of trust. There is a designated time for students to return to the dorm, reside in their dorm rooms, and turn lights out for bed. When returning to the dorm, the student should check in at an Orah puck on the wall, and find the dorm parent to see if they have job.

Cuningham:

Weekday:

In Dorm: 10:00 p.m.
In Rooms: 10:15 p.m.
Lights Out: 10:30 p.m.

Weekend:

In Dorm: 10:30 p.m.
In Rooms: 10:45 p.m.
Lights Out: 11:00 p.m.

Underformers in Gardner, Harris, Noland, South Carolina & Young:

Weekday:

In Dorm: 10:15 p.m.
In Rooms: 10:30 p.m.
Lights Out: 10:45 p.m.

Weekend:

In Dorm: 11:00 p.m.
In Rooms: 11:15 p.m.
Lights Out: 11:30 p.m.

- ◆ Students off campus for approved reasons should return to campus by 10:30 p.m. on the weekends
- ◆ Late lights may be granted on a weeknight to any student who has a legitimate need for further study time and sufficiently used his study hall time.
- ◆ Students returning to campus after In-Rooms and Lights Out due to a sports or student activities-related event should enter the dorm quietly, check in with the Dormparent on duty, and proceed with getting ready for Lights-Out as efficiently as possible.
- ◆ Students should not leave the dorm before 6:00 a.m. unless they have approval from the Dorm Head or Office of Residential Life, or if they are participating in a school-related activity such as a sports practice.
- ◆ When staying on campus, boarding students should stay in their own dorms.

Unoccupied Room Policy

- ◆ Respect for the property of others is essential for people living in a community. Respect for the privacy of others is also a cornerstone of boarding school life. No student, under any circumstances, may enter another student's room if the occupant is not present. No student may give another student permission to enter or stay in the room if the occupant or his roommate is not physically present in the room.
- ◆ If a student needs to retrieve a possession that is in another student's room and cannot locate that student, he must ask permission of and be accompanied by a faculty member or a Prefect.
- ◆ The first violation of this rule will result in the student meeting with the Residential Life Office and receiving an appropriate consequence; the second offense will warrant an appearance before the Judiciary Council with the possibility of dismissal.

Travel Information

When making travel arrangements, always remember to do the following, working through the Student Life and Dean of Students Offices:

- ◆ Arrange for Transportation to and from Christ School.
- ◆ Check school calendar for scheduling conflicts.
- ◆ Students to submit all leave forms/permissions on a timely basis.
- ◆ Send a copy of flight itineraries to the Student Life Office.
- ◆ **Observe closely departure/arrival times so as not to conflict with the school calendar.**

At scheduled school holidays Christ School will provide transportation for students to and from public transportation facilities in Asheville, North Carolina, on the day the break begins and ends. **(However, if a student does not leave or arrive on the scheduled days posted on the**

school calendar, he will be responsible for his own transportation and lodging.) For Breaks, a Shuttle service is offered to several cities. Contact the Office of Student Life for Shuttle Service.

When leaving on a weekend, parents and students are responsible for transportation to and from Christ School and for completing the necessary paperwork before leaving campus. Each student must receive both Academic and Athletic clearance and submit all forms to the Dean of Students by noon on Thursday prior to departure.

Weekend, Off-Campus, and School Break Leaves

Guidelines

- ◆ Overnight weekend leaves for boarding students will be counted for reasons other than pre-approved commitments such as club sports or co-curricular engagements. Family emergencies, previously planned commitments, college visits, doctor's appointments, camping trips, and any overnight other than a pre-approved commitment will count as a weekend leave.
- ◆ Seven-day boarding students will have the following number of overnight weekend leaves per semester:
 - 8th & 9th Grades – 8 overnights
 - 10th & 11th – 10 overnights
 - 12th Grades – 12 overnights
 - A weekend is comprised of two overnight leaves (i.e. Friday and Saturday nights).
 - Local overnights on Asheville School Weekend and Parents Weekend will not count toward student totals.
- ◆ The number of allowed weekend leaves may be altered based on a student's academic and disciplinary record. Also, please note that the weekend leave counts do not apply to five-day boarding students.
- ◆ Both five- and seven-day boarders should plan to be on campus during Christ School Weekends, which are noted in blue on the 2023-2024 calendar. These weekends are full of fun and formative programming for the boys and their collective presence is a vital part of the experience for the whole community. Note that weekends before Labor Day are Christ School Weekends as well as weekends after the return from a break. Students should not miss school on Christ School Weekends, and we ask that families plan their events and vacations accordingly.
- ◆ Leave forms are accessed through Orah. They must be submitted by the student no later than 12:00 p.m. on the Friday before the requested leave weekend.

- ◆ A digital leave form must have parent approval before the student departs from campus.
- ◆ If a student will miss class, sports/activity, or any other school-related obligation during a leave, he must accurately complete those details when submitting his digital form through Orah. A student should do his absolute best to meet all obligations before beginning a leave. When students return to campus during the school day, they should stop by Mrs. Murphy's office to check in.
- ◆ If a student fails to submit a digital leave form through Orah on time or does not have emailed parent approval, the student may earn demerits for not meeting the deadline, or may not be allowed to take the leave. That decision is at the discretion of the Student Life Office, the Dean of Students.
- ◆ Once all leaves have been submitted by the 12:00 p.m. deadline on Fridays, and parents have approved their son's leave, the Student Life office will give final approval. The student will get a confirmation email notifying him their leave has been approved.
- ◆ If a student is granted a leave request, the school assumes that the student is taking the leave unless informed otherwise. Should a student need to return to campus at any point during a weekend leave, they must notify the AOD when they return and when they depart.

Please note: Leaves are granted only on "open weekends." Please refer to the school calendar for "Christ School Weekend" dates. Students must remain on campus and not take a weekend leave for these scheduled weekends.

Leaving and Returning to Campus

The Student Life Office should have advance notice and parental permission regarding a student leaving campus for a leave, tutoring session, doctor's appointment, or any other non-school sponsored event or activity. Boarding students with cars are allowed to drive to certain appointments with parental permission.

Students should follow these steps when leaving the dorm:

1. Check out with the Dorm-parent on duty. Whenever you leave campus for any reason, you must communicate with the Dormparent on duty.
2. If you cannot find the Dormparent on duty, please speak with the senior leader on duty, or contact the AOD.
3. If your parents are picking you up on campus or you are riding with a classmate, relative, or another person whom has permission to drive you, please call the AOD (828-242-8114) and let him know that you

are leaving campus. If you are coming or going from a school-sponsored trip, you do not need to notify the AOD.

4. If you are driving yourself, please call the Dormparent on duty and arrange to meet him to pick up your keys.

Students should complete the following steps when returning to the dorm:

1. If you have driven yourself back to campus, you will need to meet the Dormparent on duty and hand in your keys.
2. Notify the Dormparent on duty that you are back on campus and in the dorm. If you cannot find the Dormparent on duty, please speak with the senior leader on duty, or contact the AOD.

If returning to campus on Sunday evening:

- ◆ You do not need to inform the AOD of your return to campus. Return to your dorm, and check in with the Dormparent on duty; the Dormparent will inform the AOD of your return. If you have driven back to campus, please give the Dormparent on duty your car keys.

Failure to comply with any of the required steps for departing from and returning to campus will result in a combination of the loss of weekend leave privileges, the loss or limitation of driving privileges, and the rendering of other disciplinary measures on the part of the Dorm Head, Dormparents, and/or the Student Life Office.

Dorm Property

- ◆ Should a student break or remove his window screen in the dorm, he will be charged for the cost of replacing the screen and will have a consequence in the dorm. If he breaks or takes out the screen for a second time, he will be referred to the Residential Life Office.
- ◆ Students will be charged for breaking or damaging property in the dorm room that belongs to the school.
- ◆ Students will receive one replacement room key before being billed for losing the key to their dorm room. Students will be billed \$25 for each lost key. Please see Mrs. Murphy to report a lost key.
- ◆ Students who misplace or lose a key fob to their dorm will be billed \$25.

APPENDIX H: Discipline Policies

Universal Drug Testing Program

Testing students for illegal drug use is a health and safety initiative structured to be impartial and confidential. The goal is to approach substance use problems proactively from a wellness perspective, partner with families, and obtain the necessary professional services for students. The goal is to promote physical and emotional well-being for all Christ School students.

- ◆ A reputable company selected by Christ School's Head of School and Wellness Team will be engaged on an annual basis to facilitate the collection of hair samples and their analysis at a licensed facility. For the 2023 – 2024 academic year, the selected and approved drug-testing company is Psychemedics Corporation, a NASDAQ company.
- ◆ Hair samples collected from students will be tested for illegal substances, including, but not limited to, marijuana, opiates, phencyclidine, amphetamines, and cocaine. The illegal drugs for which hair samples are tested will be reviewed periodically and may be changed, or expanded, as deemed appropriate.
- ◆ Alcohol testing could also be included. This additional testing is at the discretion of Christ School.
- ◆ A medical review officer will vet all positive results, verifying medical prescriptions as necessary.
- ◆ The drug-testing company will hold positive samples for up to five years, at that time they will be destroyed. Christ School will destroy all paperwork related to positive results upon graduation.

Annual Universal Hair Tests of 8-12th grade Students for Illegal Drug Use

- ◆ Required hair tests of all 8-12th grade students will commence in August 2023. Student-specific results from this inaugural round of testing will be sent directly and exclusively to parents. Christ School administrators will neither receive nor have access to these student-specific results but will receive aggregate drug-use information.
- ◆ For students that enroll after August they will be tested at their enrollment which could occur at any point in the school year. The initial test will be a parent report only. Subsequently, the student will be enrolled in the random drug testing program.
- ◆ All costs related to the this first test will be paid for by Christ School.
- ◆ After this parent only report, Christ School will receive, and respond accordingly to all subsequent student-specific test results.

- ◆ Universal hair tests of all 8-12th grade students will continue annually for all new students only. Returning students will be automatically enrolled in the random drug testing program in August of each school year.

Random Hair Tests for Illegal Drug Use

- ◆ Random drug testing of students will begin in December 2023 and continue throughout the school year. In the following years, testing will begin in August and occur until the end of the school year.
- ◆ Using student-identification numbers, the drug testing company, or another independent group will randomly select students for testing. Christ School personnel will not be involved in this random-selection process. This does not preclude Christ School from requiring a test should there be adequate concern about a student's behavior or related drug/alcohol involvement.
- ◆ At least half of the Christ School student body will be tested on a random basis over the course of the school year.
- ◆ Working in tandem with the drug testing company, the Wellness Team will oversee the sample collection and drug testing process. All individuals that are collecting samples will be properly trained by the drug company.

Response to a First Positive Test Result for Illegal Drug and Alcohol Use

- ◆ All positive test results from the first original test administered in August 2023 to each student will be handled by the parents at their discretion. This gives families the opportunity to address the issue privately without having to involve the school.
- ◆ If a student tests positive during random testing, the school will create a Growth & Discipline plan. This plan may include but is not limited to substance use assessment, counseling, a work project, support team, future drug screens, and dorm/car searches.
- ◆ Each student who received a first positive test result will then be administered another hair test approximately 100 days following the initial positive test and be subject to regular drug testing throughout the remainder of his tenure at Christ School.
- ◆ All costs and expenses of the drug-and-alcohol evaluation and counseling and subsequent testing will be the responsibility and obligation of the student's parents and will not be paid by Christ School.
- ◆ All information regarding a student's first positive result will be shared with individuals that support that student. This may include but is not limited to Advisor, Coach, Wellness Team, and Head of House.

- ◆ A student's first positive test result for illegal drug use in this random program will not affect his full participation in academics. However, extracurricular activities and athletics may be impacted.

Response to a Second Positive Test Result for Illegal Drug and Alcohol Use

- ◆ A second positive drug test at any point during a student's Christ School tenure may indicate that Christ School is unable to meet the student's health-and-wellness needs.
- ◆ Following a second positive test result, the student will receive consequences up to withdrawal from Christ School.

Response to a 3rd Positive Test Result for Illegal Drug and Alcohol Use

- ◆ A third positive drug test at any point during a student's Christ School tenure will indicate that Christ School is unable to meet the student's health-and-wellness needs. The student will be immediately withdrawn from Christ School.

Testing with Cause and Suspicion of Illegal Drug and Alcohol Use

- ◆ The school retains the option to breathalyze, and drug test a student if substance use is suspected.
- ◆ If a student tests positive or fails a breathalyzer, the student will appear before the Judiciary Council. The Judiciary Council may recommend a Growth & Discipline plan. This plan may include but is not limited to substance use assessment, counseling, a work project, support team, future drug screens, and dorm/car searches.
- ◆ A second positive drug test at any point during a student's Christ School tenure may indicate that Christ School is unable to meet the student's health-and-wellness needs.
- ◆ Following a second positive test result, the student will receive consequences up to withdrawal from Christ School.
- ◆ A third positive drug test at any point during a student's Christ School tenure will indicate that Christ School is unable to meet the student's health-and-wellness needs. The student will be immediately withdrawn from Christ School.
 - Supplying, selling, and/or dealing illegal drugs will be met with dismissal from Christ School.

Absent Without Leave (AWOL)

A boarding student may not leave campus except on officially sanctioned school trips or with the specific approval from the Student Life Office. AWOL is considered a major school offense and could result in an appearance before the Judiciary Council.

Weapons on School Grounds

The safety of everyone on campus is of paramount importance. Items construed as weapons are not limited to the following list. Firearms, BB guns, air-soft guns, slingshots, knives or anything else that could cause injury to oneself or another is strictly prohibited—not only by School policy, but also by state and federal law. Possession of any of these items can be treated as a serious breach of safety and trust, and can result in dismissal. Students that have a vehicle on campus, and possession of a weapon in the vehicle is in violation of this school policy.

Bullying and Threatening Behavior

Bullying can be defined as the severe or repeated use by one or more students of a written, verbal, or physical act or gesture, or any combination thereof, directed at another student. This includes, but is not limited to, threats made via phone contact, social media or through other technological means. Any student involved in these acts toward any other person will be subject to strict disciplinary action. Proof of a threat will result in at least an immediate suspension from school and may also result in dismissal.

Insubordination

Insubordination refers to the intentional refusal to obey an administrator's, teacher's, or senior leader's reasonable request or directive. Such a refusal would undermine this person's level of respect and ability to manage / lead and, therefore, is often a reason for disciplinary action, up to and including appearing before the judiciary council.

Policy on Respect and Dignity

Christ School aims to create an inclusive school culture that fosters acceptance and respect for all of its members. Given the richness of our diversity—geographic, ethnic, socio-economic, and religious—it is especially important that every person experiences a genuine sense of warmth and hospitality. As we respect the dignity of every human being, we also promote student and staff well-being and help everyone achieve his or her full potential.

At the same time, we must also recognize the corrosive effect of racism, bigotry and hate. Therefore, Christ School rejects all forms of discrimina-

tory behavior, however subtle, and is committed to promoting and demonstrating an inclusive atmosphere in its organization, curriculum and in the learning and working environment.

Vilification, or offensive behavior based on hatred, refers to any act committed in a public (including social media) or private domain which could often insult, humiliate or intimidate another person or group of persons. Personal abuse in public – for instance on a school trip, on social media, in the dorm or in the classroom – could amount to vilification and will be treated with utmost seriousness.

An act of racism, bigotry or hate is considered a major school violation and may result in appearing before the Judiciary Council.

Hazing

Hazing has become a major issue on both high school and university campuses across the country. Christ School will not tolerate hazing in any form. Hazing includes harassing a fellow student by banter, ridicule, or criticism. It also consists of subjecting a student to an uncomfortable, unethical, or dangerous act under the guise of entrance into a team or club. Although Christ School recognizes rites of passage as part of a young man's journey into adulthood, hazing for the sake of initiation or for the intent of humiliating another student will not be condoned or tolerated. Hazing is considered a form of harassment and is considered a major school rule. Failure to comply will result in an appearance before the Judiciary Council with the likelihood of dismissal. Should any student feel that he or any other student is the subject of hazing, he should contact the Chaplain or the Student Life Office at once.

Sexual Harassment

Sexual harassment in any form or degree will not be tolerated at Christ School. Students are encouraged to report any harassing conduct or physical contact by any person in the Christ School community directly to the Chaplain or the Student Life Office. Under no circumstances will reporting an incident result in retaliation. This policy includes behavior both on and off campus.

Definition:

Sexual harassment is defined as unwelcomed behavior of a sexual nature, whether physical or verbal, which creates an environment that is unhealthy, uncomfortable, or interferes with the recipient's ability to function or learn. Sexual harassment can take place in any medium including, but no limited to, letters, phone calls, email instant message, text messages, statements made on social-networking sites such as facebook.com, myspace.com, twitter.com, or in person.

Any violation of the above prohibitions will lead to an investigation by the Student Life Office. The incident may be referred to the Judiciary Council for recommended consequences.

School Jurisdiction

- ◆ Whenever on campus or on School sponsored trips;
- ◆ In the company of students under School jurisdiction;
- ◆ Anywhere in the presence of faculty members;
- ◆ Any time during the academic year when not on approved weekends or overnights;
- ◆ Whenever behavior away from School becomes notorious and compromises the School's reputation.
- ◆ **Recorded Conversations:**
The Student Life office reserves the right to record conversations when interviewing students.

Judiciary Council

The Judiciary Council primarily handles infractions of major school rules, but will meet on other issues as deemed appropriate by the School. The Judiciary Council is composed of Senior Prefects and Faculty Members, with the Dean of Students/Student Life Office serving as Judiciary Chairperson. Judiciary meetings are scheduled as necessary. The student involved must be given 24 hours' notice prior to the convening of the Council. In order for the Judiciary to meet, the following conditions must be met:

- ◆ The Student Life Office has investigated the incident with all concerned parties and contacted parents of those students involved.
- ◆ The Student's Advisor (or some other advocate for the student if the advisor is unavailable) has been notified to be present at the Judiciary Meeting with the student.
- ◆ A quorum of at least three Prefects and two Faculty Members from the Judiciary Council required.

The Judiciary Council makes recommendations to the Head of School, with whom all final decisions rest. The recommendations made to the Head of School are below in the disciplinary sanctions. In most cases except separation, the Student Life Office notifies the student, advisor, and parents of the school's decision. In cases that involve separation, the Head of School notifies students, advisors and families. All Judiciary Meetings are confidential. Parents or other concerned parties are not allowed to attend a Judiciary Meeting, nor are they allowed to contact members of the Judiciary Committee about proceedings, recommendations, decisions, etc. All inquiries should be directed to the Head of School or Student Life Office.

Disciplinary Sanctions

Sanctions for violations of major school rules are determined through a Judiciary Hearing or a Sign and Seal meeting, taking into consideration the seriousness of the offense, the number of previous offenses, any mitigating circumstances, and the student's record as a member of the Christ School community. Possible sanctions are as follows:

1. The **Sign and Seal procedure** is designed to handle Judiciary violations without a Judiciary Council hearing. These violations are often less severe and sometimes involve students with a positive conduct record. If the Faculty Advisors determine that a violation has taken place, a student will sign a letter admitting to their violation and acknowledging that, should he appear before the Council at a later date for another offense, the Council will learn about this previous violation. The Sign and Seal process will involve the Faculty Advisors to the Council, Chair of the Council, Head Prefect, and the student's advisor. The student's parents will be notified of the offense. The student may have additional consequences or support as a result of his actions.
2. A **Judiciary Warning** is a less severe sanction than a Judiciary Action. After the student's parents have been notified, the student will then receive counseling from Judiciary Council members, or the administration. The student may have additional consequences as a result of his actions through the Discipline and Growth plan.
3. The next sanction is **Judiciary Action**, which means this behavior is in direct conflict of Christ School's mission to produce men of good character. The student must take responsibility to change this behavior. Additional Judiciary Actions throughout the student's career could be grounds for separation from Christ School. A student on Judiciary Action will receive more in-depth support through the Discipline and Growth plan.
4. **Separation** from the school is the most severe sanction. It is reserved for the most serious violations, or for students that have had a previous Judiciary Action.

Discipline & Growth Plan

When recommending a Judiciary Warning or Judiciary Action, the Council has the discretion to recommend further consequences for a student. These consequences include but are not limited to the following:

- ◆ Letter of acknowledgment and commitment to the School's rules and expectations.
- ◆ Assigned a Stump
- ◆ Assigned Community Service
- ◆ Assigned Worklists

- ◆ Assigned weekend work project.
- ◆ Out of School Suspension- Student is suspended from school and must return home for a time designated by the Judiciary Council.
- ◆ Scheduled meetings with the school counselor or substance counselor, or both.
- ◆ Meetings with a support team of Senior Prefects that serve on the Judiciary Council.
- ◆ Meetings with a support team of different faculty and administrators.

If a Senior is dismissed or forced to withdraw, then he may not participate, nor attend any of the Graduation Ceremonies. This includes Senior Celebration, Awards, Baccalaureate, and Commencement. After Graduation, the student may then choose to become a member of the graduating class and be eligible to be an active alumnus.

Room, Car, and Other Searches

Christ School reserves the right to conduct searches of a student's room, car, or other possessions when there is suspicion that there has been a violation of a major school rule. In addition, Christ School cooperates fully with local, state, or federal officials in any investigation related to any illegal activities, such as possession, use, distribution, sale of drugs or alcohol. This statement of cooperation allows local, state, and federal officials to search any and all property within Christ School's boundaries, including student rooms, cars, and other personal property. Property, specifically automobiles owned and insured through a student's parents, is subject to search and seizure/impoundment by local, state, and/or federal authorities. Thereafter, the student and his parents are financially and legally responsible for any and all items removed under such a process.

Dismissal, Separation, and Holistic Record Policy

Christ School and its Head of School reserve the right to dismiss any student, at any time, whose actions are deemed detrimental to good order and sound morals, or whose actions may bring discredit or dishonor to Christ School or the Christ School community. Grounds for consideration of immediate dismissal include, but are not limited to, the following violations of the Discipline Code as well as Honor Code: insubordination; lying; cheating; stealing; vandalism; hazing; telephone fraud; inappropriate use of technology, including a breach of Christ School's Technology Acceptable Use Policy; possession and/or use of weapons; criminal behavior; fraud; possession of illegal drugs and/or alcohol; consumption of illegal drugs and/or alcohol; distribution of illegal drugs and/or alcohol; girls in a student's room, dormitory hallways, or any other areas deemed inappropriate by the School; and the willful concealment of an applicant's history during the admission process.

From the time a student enrolls at Christ School, each decision he makes, whether positive or negative, constitutes his "holistic record." These decisions regarding citizenship include but are not limited to Honor Council and Judiciary Council offenses, academic investment, demerits, and documented infractions of any kind.

A student who is dismissed or separated from the school before completing his academic work will not be granted credit. Grades will be frozen as of the date of his separation. An exit grade will be shown on the report card along with the grades for the completed quarters (or semester grade if the first semester has been completed). The report card and transcript (showing the uncompleted credits) will be forwarded to the receiving school once the student's account has been satisfied. Students who are dismissed or have withdrawn from school in the face of disciplinary action are not allowed to return to the Christ School campus until their respective class has graduated.

Infractions of Minor School Rules

Infractions of minor school rules will be handled on a case-by-case basis at the discretion of the Student Life Office. Minor infractions may result in demerits.

Worklist Program

The worklist program is a disciplinary tool meant to discourage students from further daily infractions. Its purpose is to serve as an immediate consequence, and to encourage students to make the right choices in their everyday life as a Christ School citizen. Worklist will occur Monday through Friday before classes begin generally in the dining hall. It will take place from 7:15 – 7:45 a.m. It consists of a work project with certain tasks to be completed around campus. The worklist will have a start and a finish. The student will remain until the task is complete and then report to their daily schedule routine for that particular day.

Merits

The Merit System rewards students who have shown great citizenship. Going above and beyond of what is expected in all facets of school life will earn students' merits. Students will earn recognition and awards based off thresholds that are met. Merits do not cancel out demerits. They are two separate entities.

NOTES
