



2010–2011

Student Handbook

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 standards for a community.

It is the responsibility of every student to familiarize himself with the contents of this Handbook. Inevitably, the guidelines outlined in the Handbook will not cover every detail or situation which may arise. Therefore, should a student be in doubt regarding any part of this Handbook, he should approach a faculty member for clarification, rather than attempt to determine on his own what is permissible.

The Headmaster shall have the final determination when interpreting any situation, rule or consequence. At his discretion, the Headmaster may deal directly with any issue which the regulations do not explicitly cover or when he feels the spirit of the policy has been violated. His decision is final.

The Mission

Christ School is a college preparatory school affiliated with the Episcopal Church. Its mission is to produce educated men of good character, prepared for both scholastic achievement in college and productive citizenship in adult society. This mission is achieved through a four-fold process. First, each student is challenged and encouraged in a nurturing environment of a close-knit campus to fulfill his academic potential. Second, through competitive sports, student self-government and a variety of extracurricular activities, each student seeks to hone his physical fitness and leadership skills and his respect for others regardless of their origins, cultures or religious faith. Third, by involvement in the care of our campus home, civic duty is learned, along with a sense of dignity of honest labor. Finally, through religious instruction and regular participation in chapel activities, each student learns the sustaining value of faith and spiritual growth.

The Christ School Oath

This oath is an adaptation of an oath taken by the young men of ancient Athens when they reached the age of seventeen. Athens' remarkable success as a polis was based on the loyalty, commitment, and devotion of its citizens. Recognizing that the success of any community depends on the same, the Athenian Oath has been adapted for our purposes as a school. Every student who aspires to leadership should recognize the truth and importance inherent in this oath and should show his intention to uphold it by signing his name to it.

We will never bring disgrace on this our School by an act of dishonesty or cowardice.

We will contend for the ideals and sacred things of the School both alone and with many.

We will revere and obey the School's rules and standards, and will do our best to instill a like reverence and respect in those above us who are prone to annul them or set them at naught.

We will strive increasingly to quicken the students' sense of duty to the school community.

Thus in all these ways we will transmit this School, not only not less, but greater and more beautiful than it was transmitted to us.

History

Christ School was founded in 1900 by 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. 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. The school is still related to the Episcopal Church, although it is self-supporting. There have always been a resident Chaplain and regular Chapel services.

Traditions

There are a number of time honored Christ School traditions that help define our community life. Christ School is not just a place, it is a community of students, faculty and their families. Long after we are gone, Christ School and its students will carry forth the name of this school only if they know how to carry forth its traditions. Faculty and students are encouraged to learn them as they will contribute in understanding the community both past and present.

- ◆ 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 in the evening before dinner, as well as at the beginning of worship services. Make sure you 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. It 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 and considered sacred ground by all. One of the traditions at Christ School is that no one walks on Yard A. Exceptions are made for those who raise and lower the flags, those assigned to Yard A for job period or afternoon mowing, and anyone participating in graduation 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 late in October each year and features athletic events between Christ School and its respected rival, Asheville School. The week leading up to the "big game" is full of anticipation. Banner making, skit night, and a pep rally highlighted by a bonfire are just some of the festivities which are enjoyed by students, faculty and alumni. The week culminates with varsity soccer and football games on Saturday. The intense rivalry has been enjoyed by both schools since its inception in 1911.
- ◆ On occasion during the school year the Headmaster will surprise the students and faculty with a "Headmaster's Holiday." Classes are cancelled for the day and are supplemented with activities and leisure time for the entire school community. The "holiday" usually marks a reward or a special occasion which the entire community celebrates.

- ◆ Grade levels (8th, 9th, 10th, 11th, and 12th) are 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 is, whatever grade that you are in, subtract six, and that is your current “Form.” If you are in the 8th grade, you would be in the Second Form; in the 9th grade, the Third Form; in the 10th grade, the Fourth Form; and so on.
- ◆ One of the most common forms of 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 pick axe, felling axe and shovel, the student spends much of his free time over 2-5 week period removing a stump from the ground. It is hard work, but work that brings about a more complete understanding of a boy’s past actions and eventually leads to a form of redemption that all boys need to fully realize their mistakes and to help them move forward with life.
- ◆ “Tapping” is an annual ceremony of appointing senior leaders (Prefects and Proctors) for the following year. It is held in the Chapel and occurs late in the spring. The entire student body is present, dressed in tie and coat, to witness this time honored Christ School tradition.

THE CHRIST SCHOOL

HONOR CODE

One of the most momentous and historic events in Christ School's history occurred in the spring of 2000 when the Student Body voted to adopt an Honor Code. While honor had long been important for the community, it had never before been part of an official code. It is extremely important that you understand the Honor Code and that you agree to live by it. Please do not confuse the Honor Code with the Disciplinary System: they are separate processes at Christ School.

Honor Oath:

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

Upon enrollment each student must sign the honor oath and is expected to live by its principles. A student who lies, cheats or steals may forfeit the privilege of remaining in the School community. Education on honor-related issues and enforcement of the Honor Code is the responsibility of the Honor Council, a group of students elected by the student body and advised by a member of the faculty. The senior leadership of the school, the Prefects, Proctors, Sacristan, Verger, and members of the Honor Council, sign and live by the principles of the Honor Code: **As a member of the Christ School community, I will not lie, cheat, or steal; nor will I condone those who do.** While only the leadership is required to sign the honor Code with the fourth point, (nor will I condone those who do), all students are encouraged to live by the fourth point of the Honor Code.

Lying is making a self-serving statement that one knows is false. However, 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, he will not be charged with lying.

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. This includes acknowledging information gained through the use of electronic media. On all graded assignments, tests, and papers the 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.

Fourth Point: All members of the Christ School community pledge to refrain from lying, cheating and stealing; these comprise the three points of our Honor code. The senior leadership and members of the Honor Council pledge to uphold the Honor Code with a fourth point added: "As a member of the Christ School community I will not lie, cheat, or steal; nor will I condone those who do." What this fourth point means is that we as a community, and we as individuals, will not condone or give tacit approval to any action which is in violation of the Honor Code. What it means is that we will hold ourselves accountable for the well-being of the community.

So what happens when a student is found guilty of an Honor infraction? The Honor Council has the option of imposing three sanctions with differing degrees of severity; these are decided on a case-by-case basis.

Responses:

- 1) A **Warning** is the least severe response. After the Headmaster has notified the student's parents, the student will then receive counseling from the Headmaster and Chaplain.
- 2) The second-level sanction is **Honor Notice** which means that the student must take care not to have any additional honor offenses for the remainder of his Christ School career. Also, a student on Notice will receive more in-depth counseling. In both of these first two sanctions, education about Honor is a key objective, the responsibility falling to the Chaplain and Headmaster. All students convicted of an offense have the opportunity to clear themselves of Notice status: first semester cases will be reviewed in May of that year; second semester cases will be reviewed the following December. However, the student on Notice must initiate all such reviews; it is also his responsibility to provide evidence as to why the status should be changed. Thus, if a student makes appropriate amends, the Honor Council may remove him from Notice status.
- 3) **Dismissal** is the third sanction. It is reserved for the most serious violations, and for those who are repeat offenders. As a rule, any student who violates the Honor Code while on Notice will be dismissed.

Please note that the Honor Council may choose any of the above consequences when faced with a transgression of the Honor Code. The Honor

Council shall use its wisdom in assigning the proper punishment and the above consequences are not necessarily in sequence. The Honor Council makes a recommendation to the Headmaster, with whom all final decisions rest.

Confidentiality is of utmost importance in the 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, Headmaster, and any witnesses. If a student is charged and found innocent, the Headmaster, Chaplain and parents will be notified. The Director of Curriculum and 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 ACADEMIC PROGRAM

Christ School offers an enriching college preparatory program which emphasizes sound study skills and habits. Small classes and close association with supportive teachers help contribute to an academic environment in which a student can gain subject knowledge as well as academic confidence and self-esteem.

Academic Goals for Christ School Students:

- ◆ Students will use a variety of learning strategies, academic skills, and time management skills to advance their learning.
- ◆ Students will employ an integrated approach to learning, using different skills and knowledge to solve problems, complete tasks, and to acquire new information.
- ◆ Students will learn how to research using traditional methods as well as technology and will learn to effectively use a variety of communication skills.
- ◆ Students will use multiple strategies including critical and creative thinking skills to organize information, solve problems, support and justify conclusions, and to gain new knowledge.
- ◆ Students will engage in collaborative learning, when appropriate, and learn to accept and respect differences of opinion and belief.
- ◆ Students will learn to adopt a mode of “self-advocacy” and take responsibility for their academic progress as well as their personal integrity as it applies to our Honor Code.

Christ School Diploma Requirements

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

Students must take a minimum of **five** full credits each year.

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	Grades 9 - 12
Math	4.0	Credits are required in Algebra I, Algebra II, and Geometry, and one additional math.
Science	3.0	Three lab sciences, including Biology and Chemistry, plus one other full credit of science elective.
History	3.0	One year of U.S. History and two other full credits of history/social studies electives.
Foreign 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	One semester of music plus an additional half-credit in the arts.
Technology	0.5	One-half credit is required.
Electives	1.0-2.0	Additional academic elective credits may be chosen to fulfill the 20-credit requirement.

Grading Scale		College Prep	Honors Weighting	AP Weighting
98-100	A+	4.33	4.87	5.41
93-97	A	4.00	4.50	5.00
90-92	A-	3.67	4.13	4.58
88-89	B+	3.33	3.74	4.16
83-87	B	3.00	3.37	3.75
80-82	B-	2.67	3.00	3.33
78-79	C+	2.33	2.62	2.91
73-77	C	2.00	2.25	2.50
70-72	C-	1.67	1.88	2.08
68-69	D+	1.33	1.50	1.66
63-67	D	1.00	1.12	1.25
60-62	D-	0.67	0.75	0.83
Below 60	F	0.00	0.00	0.00

NOTE: See the Registrar for the FORMULA for calculating GPA. Grade Point Average will be calculated on Christ School course work only. Courses and credits earned at other institutions will be shown on the transcript but will not be included in the Christ School GPA.

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.

Policy On Grading

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 Director of Curriculum and Academics. Additionally, faculty are to adhere to the following guidelines:

- ◆ **Bonus and Grade:** Bonus points may not exceed 5% of the total grade. No quiz or test may exceed 100%.
- ◆ **Extra Credit Assignments:** The use of extra credit is not permitted.
- ◆ **School Policy for Class Work:** Homework is to be turned in on the date it is due. Faculty may set their own policies regarding late work, and may choose not to accept it or to accept it only for less than full credit. Tests, quizzes or papers missed or not turned in due to an unexcused absence may not be made up.
- ◆ **Makeup Work:** When a student is absent due to illness or an excused absence, the student has one week to make up missed work. It is the responsibility of the student to speak with the teacher(s) about missed assignments, papers, and tests.
- ◆ **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.
- ◆ **Rework:** Credit for rework may not exceed 3/4 of the original value. All rework must be turned in no later than one week from the original assignment date. Deadlines of lesser time may be made at the instructor’s discretion.

Exceptions to the policy described above are made only with the approval of the appropriate Department Head and Director of Curriculum and Academics.

Test Policy

Test: A form of examination, used to determine mastery of discrete blocks of material, lasting more than 10 minutes.

Quiz: A short form of examination, used primarily to measure progress, not mastery, lasting less than 10 minutes.

No student should be required to take more than two major tests (test as defined to include a major research paper) 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. Special arrangements to proctor tests on alternative dates can be made through the Academic Office. The appropriate recourse for a student who finds himself in a testing conflict is to inform the Director of Curriculum and Academics, who will then talk with the teacher(s) involved and 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.

There will be no formal exams given at the end of the semester or year. Students may demonstrate mastery in a subject through projects, reports, presentations, or additional class period tests. Teachers will plan in advance appropriate summary or concluding work for students.

Advanced Placement Exam Policy

All students enrolled in an Advanced Placement (AP) class are required to take the AP exam. Students who do not take the AP exam will not receive AP credit on their transcript, nor will they receive AP weighting for that class in their GPA. In the case of seniors who have already sent transcripts to colleges showing the AP designation, a letter will accompany the final transcript sent to those colleges explaining the change on the transcript.

Policy Regarding Unexcused Absences

Consequences for unexcused class absences will be:

- ◆ Loss of credit for the class missed. This means the student will receive a “zero” on any work done in class or due in class that day. A student may be required by the teacher to complete the missed work for no credit.
- ◆ Loss of weekend off-campus privileges for any and all activities, including planned overnights, weekend leaves, and school sponsored recreational trips. Exceptions will be scheduled athletic contests at other schools.
- ◆ Repeated unexcused absences (five or more cumulative) may result in:
 - ◆ Loss of all weekend off-campus privileges, except athletics, for the semester.
 - ◆ Loss of car privileges for Seniors.
 - ◆ Loss of course credit (after five unexcused absences in a specific class).

Unexcused tardiness, or lateness, to class can result in an “unexcused absence.” Students should be warned by the teacher after their second tardy in the same class. On the third tardy, the student is to be given an “unexcused absence.” Students who are more than fifteen minutes late to class will be charged with two tardies.

“Classes” are defined here as all scheduled academic meetings (classes, labs, tutorials, required help sessions, and daytime and evening study halls), and other required events.

An “unexcused absence” is defined as any absence from school not related to documented illness, with the exception of family weddings, graduations, and funerals.

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 their being required to attend summer school, or being required to take intensive tutoring prior to a third attempt to pass the course.

Policy Regarding Incompletes

A student who receives an “incomplete” on his report card will be given a reasonable period of time (mutually agreed upon) 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 and AP classes. Students should consult the Academic Office to determine GPA (Grade Point Average). Determination for Honors, room study, etc. is based on GPA calculated at the quarter.

Headmaster's High Honor Roll A student will be placed on the High Honor Roll when his academic average is a GPA of 4.00 or higher with no grade below B- (80, unweighted). Privileges for High Honor Roll Students: Access to academic buildings and assigned houses at any time other than a scheduled class (based on quarter average), vehicle use as outlined in the automobile policy (based on quarter average), one academic day off (based on semester average), and one additional weekend **per semester** (based on semester average). *Please Note: Use of Student Center and campus televisions is not permitted during the academic day.*

Honor Roll Students will be placed on the Honor Roll when their academic average is a GPA of 3.00 or above with no grade below B- (80, unweighted). Privileges of Honor Roll students: Access to academic buildings and assigned houses at any time other than a scheduled class (based on quarter average), vehicle use as outlined in the automobile policy (based on quarter average), and one additional overnight **per semester** (based on semester average). *Please Note: Use of televisions in the Student Center and houses is not permitted during the academic day.*

Academic Discipline and Policies

Students experiencing academic difficulties may be subject to one or more of the following :

Academic Claim

A teacher may request that a student be placed in Academic Claim (supervised afternoon study hall, 3:45-5:15 PM) if the teacher feels the student, *owing to excused absences*, has fallen substantially behind in his academic work in a particular course. The teacher shall forward the request to the student's advisor and the Director of Curriculum and Academics, who will determine whether to assign the student to Academic Claim.

A student to be placed on Claim must be given a 24-hour notice in writing (either the Advisor Notification Form or email) that is copied to the advisor, the coach, and the Academic Claim supervisor. The specific assignment to be made up must be given at the time of the Claim notice.

Students placed in Claim have a *maximum of two days* to complete the assignment.

Academic Claim is used only for academic purposes, not disciplinary reasons.

Before placing a student in Academic Claim, teachers should consider using the following times in the school day to require students with academic deficiencies to complete their work under faculty supervision: Morning Extra Help Period, day time study halls, “free time” between dinner and Evening Study Hall, and Evening Study Hall, (8:00-9:45 PM Campus Pass may be required.)

Academic Warning/Probation

A student who has a GPA at or below 1.33 will be placed on Academic Warning or on Academic Probation if his GPA falls below a 1.00, in any given marking period. A student will remain on Academic Warning/Probation throughout the next marking period, or a minimum of four weeks. Should you have questions on the conditions of Academic Warning/Probation, please see the Director of Curriculum and Academics or Registrar.

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 GPA and citizenship.

Academic Day (Monday–Friday and Saturday Classes)

Room Study: Students with a 3.0 GPA or better, and seniors with a 2.33 GPA or higher at the quarter, 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 Library or the weight room at their discretion.

Supervised Study: Students with a GPA below 3.0 will be assigned to a supervised study area in Wetmore Hall. Students assigned to day time study hall may use the Media Center with permission of the faculty in charge of the study hall. Students are to sign in 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 a tutorial or required to be supervised in the commons rooms. 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 house,

going to the computer lab or Media Center), a student must have obtained a Campus Pass signed by the appropriate faculty member before study hall begins. All students in room study during Evening Study Hall (ESH) may sign out with their house parent to use the Media Center. All students using the Media Center must sign in and sign out unless they remain until the end of ESH.

Evening Supervised Study Hall (ESSH)

ESSH is held in Wetmore Hall from 8:00 PM until 9:45 PM, and is supervised by members of the Evening Duty Team. ESSH is mainly used as an additional structured study time for students who perform better in a monitored situation, have not completed their homework from the previous day, display behavior not conducive to house study, or whose academic average places them on Academic Warning or Academic Probation. Students in ESSH may use the Media Center beginning at 8:10 PM, but **must have a pass from their teacher or advisor**. They must check in with the adult in charge of Tutorial or Supervised Study Hall before going to the Media Center. Headsets are permitted during study halls as long as the volume is not a disturbance to others. There is no fee for ESSH.

Evening Tutorial Study Hall (ETSH)

Under the direction of the Director of the Learning Resource Program, tutors are available in the evenings to help students who need support to maintain focus and productivity during the two-hour evening study period. Each night, Sunday through Thursday, a limited number of students are assisted with their work by tutors, each from a different academic discipline. The intent is for these tutors to oversee student organization, time on task, and completion of homework assignments, plus to help the students with any course-specific questions they may have. Students in Evening Tutorial (ETSH) may use the Media Center beginning at 8:10 PM, but must have a pass from their teacher or advisor. They must check in with the adult in charge of Tutorial or Supervised Study Hall before going to the Media Center. There is an additional fee for ETSH.

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 Head, the student's advisor and the Director of Curriculum and Academics to determine if a "drop" is the correct course of action. A student may initiate a request to drop a course **only in the first two weeks** of a regular or honors course, or during the first **four** weeks of an AP 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, including exceptions, for all dropped courses rests with the Director of Curriculum and Academics.

Adding a Course

Students will be allowed to add courses to their schedule at any time during the **first two 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 Director of Curriculum and Academics.
- ◆ Written approval as shown on the drop/add form must be obtained from the affected teachers.

St. Dunstan's Information & Media Center

The Media Center is located on the lower level of Wetmore, next to the Computer Lab. It is open to Christ School students, faculty, staff, and families.

Media Center Hours

Monday–Friday

8:00 AM–3:30 PM

Monday–Thursday

8:00 PM–9:45 PM

SaturdayOpen upon request
to the AOD**Sunday**

1:00–4:00 PM

8:00 PM–9:45 PM

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

Learning Resources Program (LRP)

Christ School's Learning Resource Program offers academic support in small group classes, called Learning Labs, 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 Learning Resource Director should you need further information or clarification.

Technology

Christ School offers a campus-wide computer network and Internet access. Our goal in providing this service for the Christ School 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 friends and family far away. Students may access the Internet only via the Christ School Network and Internet hook-ups in the houses. Telephone access to any Internet or mail service is prohibited. Parents are advised that other internet service providers (AOL, etc) constitute a violation of the school's Acceptable Use Policy (please read and review this policy carefully for further details). Violation of this policy will result in the mandatory closing of a student's account and removal of his computer for the remainder of the year. To ensure that students/parents fully understand and appreciate the immense responsibility associated with such technological advancements, parents and students must sign Christ School's Acceptable Use Policy which will be part of the registration process at the opening of school. Technology transgressions are regarded as disciplinary issues. Computer games are strongly discouraged. Students found using computers after hours or inappropriately will be dealt with by the Student Life Office.

Computer Lab

The Computer Lab houses the most recent advancements in online programs and networking. Here are some key guidelines; for the sake of everyone in the community, please observe them closely:

Lab Hours:

Monday–Friday..... 8:00 AM - 3:30 PM

Weekends As scheduled for classes and Media Center

- ◆ All work should be saved on personal USB flash drives. Please do not load personal software on any Christ School computer, as the hard disks are periodically “cleaned” of unnecessary files, and work not saved on personal drives will be lost.
- ◆ ***Under no circumstances*** is any equipment in the room to be moved, modified, or disconnected from one computer and moved to another for use. This includes the mouse, keyboard, printer, or any other device in the Computer Lab.
- ◆ As with the Media Center, we encourage all members of the Christ School community to use this facility, and ask only for respect of its intended use.
- ◆ **E-mail & Internet Access:** All Christ School students will have a personal e-mail address at Christ School. E-mail access is made through our

Christ School mail system. Each student will be issued a name and a password for access. Accordingly, all Christ School students must sign an Acceptable Use Policy, outlining uses that are in every one's interests. All Houses have access to the Christ School network and direct Internet access from that network. Students and parents must sign a network access agreement for connections. Contact the Christ School Technology Department for information on network cards. Christ School server filters internet access to sites that are considered inappropriate or harmful.

- ◆ Students may neither use nor connect to any non-Christ School Internet server. This includes, but is not limited to, AOL, CompuServe, SprintNet, etc. These services are not filtered and may be used for purposes that are not acceptable. Use of any of these services will be deemed a major violation of the Acceptable Use Policy and the student's computer will be sent home for the remainder of the school year and/or access to the Computer Lab will be denied.
- ◆ The Christ School Technology Department can help students troubleshoot computer issues. However, any kind of physical damage, or major hardware or software failures (including virus removal) will need to be handled by an authorized service center. Computers still under warranty should be serviced by the manufacturer. If not under warranty, the student has the option to use a local computer repair shop that will pick up and return the computer to school, with charges billed to their Christ School account.

ATHLETIC PROGRAM

We believe that athletics at Christ School plays an integral part in the development of each of our students. That development is not just physical, but also intellectual, social, and even spiritual. Our aim is to foster within students a positive attitude and pride in doing their best regardless of the outcome or the score. 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.

FALL: Football - varsity and junior varsity; **Soccer** - varsity and junior varsity; **Cross Country** - varsity; **Outdoor Program; Drama; Band; Intramurals; Manager; and Work Crew.**

WINTER: Wrestling - varsity; **Basketball** - varsity and junior varsity; **Outdoor Program; Drama; Band; Intramurals; Manager; Work Crew; Swimming** - varsity; **Raquetball; Ski Team; Service Learning; and Winter Baseball, Lacrosse, Golf and Tennis.**

Spring: Golf - varsity; **Track** - varsity; **Tennis** - varsity and junior varsity; **Baseball** - varsity and junior varsity; **Lacrosse** - varsity and junior varsity; **Outdoor Program; Drama; Intramurals; Manager; and Work Crew.**

Any specialized preseason training requires the approval of the Athletic Director and can not be chosen for more than one season.

Each Christ School student is issued a laundry bag, gym locker and combination lock. All students have the opportunity to have their practice and game clothes washed each day. The school also provides an ACT certified athletic trainer who is available daily to serve the needs of our athletes. Christ School is a member of the Carolina Athletic Association and the North Carolina Independent School Athletic Association. We compete at the state level in tournaments and playoffs as a 3A school.

Commitment to Athletics and School Activities

Group activities at their best are dependent upon the development of complex interactions among all the participants. For teams, work crew, outdoor, drama, and music groups to develop their fullest potential (both individually and collectively), each member must make a firm commitment to the group. **Therefore, students who choose to become a part of one of**

these groups must expect our school’s activities to take precedence over all non-school endeavors, both during the week and on weekends. Students may not miss games, shows, or productions scheduled on Friday or Saturday in order to take a weekend. There are occasions when attendance at Saturday practice or rehearsal is crucial if a game or production is imminent; therefore, on those occasions, students would not be excused. Ordinarily, students may leave on long weekends after Friday and Saturday obligations are met. Please do not expect exceptions to be made.

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 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–Friday): Each academic quarter (8-9 weeks), underclassmen are assigned daily chores. These jobs will be scheduled on a rotating basis. Some special chores are assigned for a longer period of time. Assignments are posted on the bulletin board in the science wing of the school building. *Please consult the Faculty Member, Senior in charge, or Job Prefect for details concerning time, expectations, etc.*

Weekends in the Dining Hall: Individual Houses are assigned to the Dining Hall Dishroom clean up on a rotating basis. Responsibilities include cleaning the Dining Hall Friday evening through Sunday lunch.

RELIGION AND CHAPEL

The Christ School community gathers regularly to worship, and in this way fulfills the fourth principle of our four-fold philosophy: 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; and 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 as a community to celebrate the Holy Eucharist, known in some traditions as the Lord’s Supper or Holy Communion.
- The school community also gathers for Morning Prayer during the week.
- On occasion the community gathers for special services and ceremonies.

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 feel some skepticism; it is normal for faith to change and to grow in unexpected ways. We want members of the Christ School community to respect the tradition of the church, and to keep an open mind and heart to the possibility of spiritual growth. In addition to the required services, there is a voluntary fellowship gathering and special pastoral offices as called for. Many students and faculty find that one of the most important groups on campus is our fellowship group which meets weekly under the direction of the Chaplain. 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 Chaplain for further information regarding any of our spiritual programs.

PROGRAMS AND OFFERINGS

Activities

An enriching boarding school experience requires a strong Student Activities Program that is responsive to student interests, and also challenges students to participate in activities that they might not seek out individually. A student committee is formed to provide input to the program through suggestions and proposals provided to the Director of Student Activities. 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, and skiing, etc.

Advisor System

The faculty advisor system, overseen by the Office of the Director of Student Life, 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. If an advisor change request is sought, it should be done through the Director of Student Life's 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 non-academic. The use of respective emails is strongly encouraged to facilitate and enhance the level of communication.

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 after use, possessing an alternate set of keys or failing to park in assigned spaces will result in immediate loss of driving privileges. Car keys should be turned in to the AOD when signing in from weekend leave or on Tuesday evenings (Seniors only). This policy is strictly enforced. The keys are then turned in to the Student Life Office where they are kept in a locked cabinet. 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 Director of Student Life's Office. The Director of Student Life's Office may deny any request regardless if a student meets all of the below qualifications. Students must obtain a Usage Regulation Form from the Director of Student Life's 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)

To qualify for vehicle usage a Senior boarding student must:

- ◆ Have at least a year-ending 2.67 GPA. New student's privileges will be based on first semester GPA.
- ◆ Be in good standing with the Director of Student Life's Office and not have had any disciplinary offenses within the past year which required an appearance before the Judiciary Committee.
- ◆ Observe all driving regulations on campus at all times; failure to comply will result in loss of privileges.
- ◆ Park only in assigned space.

Senior Boarding student usage: *The Student Life Office must have permission from driver's and rider's parents (email or phone call) 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.*

To qualify for 2nd Semester vehicle usage a Junior boarding student must:

- ◆ Have a first semester GPA of 3.00.
- ◆ Be in good standing with the Director of Student Life's Office.
- ◆ Observe all driving regulations on campus at all times; failure to comply will result in loss of privileges.
- ◆ Park only in assigned space.

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.*

To qualify for use of a car a Day Student must:

- ◆ Be in good standing with the Director of Student Life's Office and not have had any disciplinary offenses within the past year which required an appearance before the Judiciary Committee.
- ◆ Observe all driving regulations on campus at all times; failure to comply will result in loss of privileges
- ◆ Park only in assigned space.

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 must turn in his keys to the Student Life Office when arriving on campus. The student will pick up his keys from the Athletic Department after he is dismissed from sports. Day student cars must remain in the student lot. These policies are strictly enforced.*

Violations and Penalties

- ◆ If any boarding student uses his car to go off campus without authorization his car privilege will be revoked immediately and he will be taken to the Judiciary Committee for what could be a dismissal offense.
- ◆ If a boarding student keeps another set of keys at school his car privilege will be revoked for at least for the remainder of the year.
- ◆ 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 boarding student should be ticketed for any moving violations his car privilege will be revoked until such time as all points have been removed. Proof of points being removed is the responsibility of the student and his parents.

- ◆ If a student keeps a car off campus, that student will be brought before the Judiciary for what is considered a dismissal offense. 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.
- ◆ Any student who leaves early or returns late from a Weekend Leave, or a Break, loses driving privileges and an overnight.

NOTE: *New students are not eligible to apply for vehicle privileges until one semester's residence has been completed. At that time his qualifications will be reviewed.*

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 communities. The wide variety of offerings within the Program enable the students to develop particular areas of interest. Each student is required to complete 10 hours (one for every month of school) of community service per year. Those students falling short of the requirement must remain on campus for weekends at the end of the first semester until the hours are completed.

Day Students

Although Christ School is predominately a boarding school, we gladly welcome day students into our community. Our expectation is that they will become completely immersed in all our programs and establish friendships with students from different states and foreign countries. What follows is a general guide to the life of a Christ School day student. Our expectations and policies stem from a philosophy that believes in educating the whole boy as he pursues excellence in academics, athletics, spirituality, and work. Attendance at all required activities is not only expected but mandatory and anything less compromises the integrity of our program and the education of the student.

General Expectations of Day Students

- ◆ Day students are not required to attend school during Headmaster’s Holidays and other special events on the school calendar unless specific notice is given prior to an event.
- ◆ If a student is to miss classes because of illness, parents are expected to call the school and leave a message on the answering machine between 7:30 and 8:00 AM. The student is required to bring a note from his parents to the Office of the Director of Student Life explaining the nature of the absence when he returns to school.
- ◆ Day students will be assigned to one of the residential houses where they may study in the Commons Room and be involved in the “house” activities.
- ◆ During inclement weather when travel is restricted, day students may be excused from classes. Information regarding attendance will be announced prior to 7:00 AM over WWNC Radio and WLOS-TV stations. Please note: Day students missing school as a result of excused weather conditions are responsible for contacting their teachers for assignments that are missed.
- ◆ Individual lockers are provided for storage of books and other personal items. Students may use the library to study and rest between classes, and the Student Center at the end of the academic day.
- ◆ Day students are not permitted to use their vehicles during the academic day unless the Office of the Director of Student Life 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. Prior arrangements must be made through the Student Life Office. The Student Life Office will assign the student to the room, and the fee will be billed to the student’s account.

Health Services

The school nurses staff the Christ School Wellness Center from 7:00 AM until 7:30 PM Monday through Friday; Saturday 7:45 AM until 8:00 PM and Sunday 8:00 AM until 8:00 PM. All other times, nursing staff is on call for emergencies. There will always be 24 hour coverage for students by professional nursing staff.

The team approach, involving the student, parents, medical professionals, faculty, and school community, encourages optimum health for success in all areas of life at Christ School. Good health habits, including proper nutrition, exercise, rest, and lifestyle are taught and encouraged.

Health Form Policy: Christ School requires each student to have a completed health form that includes a current physical examination, immunization record, insurance information (copy of insurance card required), credit card information, HIPAA, host family authorization and medical contract. This health form must be updated each year. This information should be received by the Wellness Center staff two months prior to registration. **No student may register or participate in sports or activities without a completed health form.**

Clinic Hours: There are posted clinic hours, which students are expected to observe.

- ◆ The medical staff is on call 24 hours a day for emergencies.
- ◆ If a student becomes ill during school hours, the teacher may send that student to the Director of Student Life's Office who will contact the Wellness Center.
- ◆ During the nighttime hours, if a student becomes ill, he must first go to the Houseparent who will decide if the illness warrants a visit to the Health Center. The Houseparent will then call to inform the AOD that the student is ill. The AOD will notify the on call nurse that the student needs to come to the Wellness Center to be evaluated. Students may not decide to visit the Wellness Center during the night without first contacting a Houseparent. Regardless of what time of day a student is in the Wellness Center, students that are ill are not to remain in their rooms. Also, once a student is in the Wellness Center, he may not leave without the approval of the nurse.
- ◆ If the nurse on duty deems a stay in the WC necessary during the school day, and the stay exceeds one and a half hours before the student is released, the student must return to the WC for the duration of the sports period. If the student anticipates feeling better during the sports period, he may bring homework to complete. No TV will be allowed during sports period for the above mentioned students.
- ◆ If a student is scheduled for play in a game on the same day he has spent in the WC, his participation is up to the discretion of the nursing staff and his parents.

Medication:

- ◆ **All prescription medications must be given by the parent/guardian directly to one of the Wellness Center staff.** Students are not to travel to and from school with any prescription medications in their possession, unless written permission from parent is obtained and approved within 48 hours of travel time. Faculty, coaches or designated staff will carry medications and dispense to students during off campus activities. Strict cooperation by parents is very much appreciated with this very important safety measure.

- ◆ All medications are administered in the Wellness Center; or by faculty, coaches or Christ School staff when attending off campus activities. **It is the student's responsibility to get to the Wellness Center at the designated times medications are dispensed.** Students who are continually unable to remember to take their daily medications will be referred to the Director of Student Life's office. If a parent wants notification that their son is refusing to come to the Wellness Center for their medications, they need to notify the Wellness Center staff in writing at the beginning of the school year.
- ◆ Students on routine medications must have a Christ School medication Authorization form completed and signed by their physician. Any changes in the dosage, time and administration of the medication must be submitted in writing from the physician's office to prevent any errors. Students and parents are not permitted to adjust medication doses or times to be dispensed. A written physician's order must accompany all changes to medications. **No exceptions.**
- ◆ All medications sent to the school must be clearly labeled with student's name, the name of the medication, dosage and times to be given. Foreign labels on medications must be accompanied by English translation before being dispensed.
- ◆ Daily records are kept and both parents and students are welcome to review them as needed. Missed doses will first be discussed with the student, then Director of Student Life's office. If missing medications becomes chronic, the student's parents will be notified and appropriate action will be taken.

Medical Appointments:

Occasionally, off campus appointments are necessary for specialists, x-rays, lab work, dental care, etc. Only the Wellness Center staff, not the student or parent, may make these appointments and coordinate the transportation. Wellness Center staff will communicate the time, date and mode of transportation to the student, who is then responsible for keeping the appointment. The nurses try to make appointments after school hours whenever possible.

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 son within three hours if living within one hundred miles of the school and within 24 hours if living further from the school. Long term hospitalization is the parents' responsibility in caring for their son's needs. Surgeries that are planned and not immediate emergencies will be the responsibility of the parent for pre-operative and post-operative care of their son. The Director of the Wellness Center will attend a discharge planning

meeting with the student, parent and physician/or discharge planner at the hospital before the student may return to school. This is to ensure that the environment of the school can meet the needs and safety for the student, before returning to campus.

If a student is in need of prescription medications while at home, his parents should be sure to have a supply on hand, as the Wellness Center staff will not send any medication home with a student. Strict cooperation by the parents is very much appreciated with this very important safety measure.

Counseling Services

Christ School is concerned and committed to all aspects of its students' lives, and recognizes the critical importance of their emotional well-being and development. Students are encouraged to discuss their concerns with the School Counselor. The School Counselor works in coordination with the school's Chaplain and appointments for the School Counselor can be made through the Wellness Center or Chaplain's office. All matters concerning counseling are confidential, unless a student's health or safety are at risk. Three sessions with the School Counselor are available at no charge to the student. Should a student require more time, arrangements can be made through the Wellness Center and the Business Office.

Confidentiality

The expectation of *Confidentiality* is that a student may feel free to go to the Chaplain 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 Office of the Director of Student Life who 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 Headmaster. ***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.*

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 piercing cannot be worn at any time. If a student has a tattoo, it must be covered at all times: at school, at school functions, and on school trips. Sideburns must be even with, or above, the bottom of the ear lobe. Hair should be regularly cut, washed, and combed; radical coloring of hair, radical hairstyles, corn rows, braids, 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. Students are expected to monitor themselves in this respect. If there are questions about the guidelines, or if there are questions as to appropriateness, the Director of Student Life’s 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, innuendoes, obscene messages or messages associated with hate, racism, etc. is permitted. Wallets with attached chains are not permitted. Unacceptable clothing will be confiscated and placed in storage. Again, please come to Christ School prepared, and call the Director of Student Life’s Office if you have any questions.

Christ School Days: Every Tuesday and Wednesday, students are required to wear a tie (jacket optional) with a button-down shirt during the academic day. Students are required to wear a coat and tie on Thursdays 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 from the opening of school through Asheville School week and from Spring Break through Graduation.

Acceptable Formal Dress

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

When: Thursdays 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, shoes with open toe or back, boots, slippers, sandals or clogs, or shoes of similar style.

Acceptable School Dress

When: During the academic day, and other activities designated by the school

Types of clothing: Shirt with folded collar, polo-style knit shirts or oxfords, turtlenecks under sweaters, Thanksgiving through Winter Break, shorts, slacks, shoes, boots, sneakers.

Note: Shorts must be cut just above the knee (walking shorts), and can be worn through Asheville School week and after Spring Break. Pants are to fit snugly and not droop around the waist.

Acceptable Modified Dress

When: Weekend and other activities designated by the school.

Types of clothing: School dress with the addition of full-length jeans only (full-length jeans do not mean denim shorts). At buffet meals, cargo pants may be worn, appropriate t-shirts that are tucked in, and belts.

- ◆ Appropriate shorts are acceptable.
- ◆ No gym shorts of any kind are allowed in the Dining Hall.
- ◆ Sandals are permitted in the Dining Hall but must not be removed at any time.

Acceptable Casual Dress

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

Types of clothing: Appropriate 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. Those meals are seated and served family style with students assigned to specific tables with a faculty family. Dress for seated meals is tie and coat. During this time together it is very important that students exercise proper etiquette and manners. The following section highlights our approach to seated meals and how the community is expected to conduct itself.

Seated Evening Meals

Special Occasions

Dress: Christ School Formal

- ◆ All students are expected to stand when a lady approaches or leaves a table.
- ◆ Serve food from the left, clear dishes from the right.
- ◆ Attendance is expected at all seated meals.
- ◆ 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.

RESIDENTIAL LIFE

Residential Life is the responsibility of the Office of the Director of Student Life. The residential curriculum 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, HIV/AIDS, 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 two faculty members and four senior leaders are assigned to each student residence. With the idea in mind to build house unity and identity, individual housemasters will have some autonomy in how their specific house will operate.

Senior Experience

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 House regulations and requirements than the rest of the student body. Retreats, community service projects, and personal development seminars and other activities will be part of their final year.

- * **Seniors who have been “tapped” as Prefects or Proctors may have a small (110 volt) refrigerator in their room. They will also have special privileges specified by the Director of Student Life.**

Underformers

Fourth formers (10th grade) and fifth formers (11th graders) will live together in “vertical housing,” in South Carolina, Harris, Noland, and West Houses. 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 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.

Simple Living will provide the framework for a specific residential curriculum and guidelines to teach basic living skills, time management, and responsible behavior before matriculating to upper class vertical housing. One is reminded that while some guidelines may appear stringent, the end will justify the means – *“Less is More.”*

Study Hall

Grades 8-11 (numbers in parentheses refer to Grade 12)

- ◆ May have daytime room study hall if GPA is 3.0 (2.33) or above
- ◆ Evening study hall will be in houses unless the student is:
 - 1) On Academic Probation
 - 2) In Evening Tutorial (ETSH)
 - 3) In Evening Supervised Study Hall (ESSH)
 - 4) Requested by parents or Houseparents to be in something other than room study

Information Relevant to All Houses

- ◆ Room inspection occurs daily during the school week. Students who do not pass room inspection will be assigned additional chores in the house that evening after dinner and study hall. Repeated failures will be dealt with by the Director of Student Life.
- ◆ Rooms and houses are expected to be in inspection order during the academic day. Weekend standards are less strenuous, but tidiness is expected.
- ◆ “White Glove” inspection will be held once a week.
- ◆ Residents of West, Noland, Harris, and South Carolina Houses will be allowed 1 extra piece of furniture per room as long as the room meets standards set by the Fire Marshall. **No extra furniture in Cunningham House. Only seniors may have a small couch.**
- ◆ 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.
- ◆ Decorations that are considered offensive will be confiscated. This includes items that advertise or suggest pornography, alcohol, drugs, tobacco, hate, racism, etc. The Head of House and the Director of Student Life will make any final determinations on what is offensive and what is not.
- ◆ 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. Houseparents will notify students of what is, and what is not, acceptable.
- ◆ Any room damage must be reported immediately to the Houseparent on duty.
- ◆ One compact stereo with bookshelf speakers per room.
- ◆ No televisions. Televisions in the Commons Rooms of the Houses and in the Student Center are not to be used during the school day, or during Evening Study Hours.
- ◆ Students are prohibited from bringing their own game systems to campus. Game systems will be provided by each house and will be used only on the weekends and at the discretion of the Faculty on Duty.
- ◆ No DVD players or VCRs.
- ◆ Student rooms should be locked unless in use. When in use, rooms should not be locked.
- ◆ All students are provided a safe to securely store all valuables.
- ◆ Students who do not comply with the designated "lights out" policy because of cell phone, computer, or any other technology devices will lose those technology privileges respectively. In addition, students who miss morning class due to violating "lights out" policy will lose their technology privileges. 1st offense-Loss of devices for 24 hours; 2nd offense-Loss of devices for 2 weeks; 3rd offense-Loss of devices for rest of semester.

In Rooms / Lights Out

	Weekend	Weekdays
8th & 9th Grades	10:45 PM/11:00 PM	10:15 PM/10:30 PM
10th & 11th Grades	11:30 PM	10:45 PM/11:00 PM
12th Grade	11:30 PM/12:00 Midnight	11:00 PM

Late lights may be granted on a weeknight to any student who has a legitimate need for further study time.

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 Director of Student Life and receiving an appropriate consequence; the second offense will warrant an appearance before the Judiciary Council with the possibility of dismissal.

CAMPUS LIFE

Student Telephones

All students are eligible for private phones in their dorm rooms. Application for phone service is made through Bell South. If there are questions regarding the logistics, please contact the Director of Student Life's Office for details. Community phones are provided in each House. Students are able to make local calls free of charge, and may place long distance calls on the community phone using a calling card.

Cell Phone Policy

- Cell phones and cell phone numbers must be registered with the Director of Student Life's Office before use is permitted on campus.
- We recommend that cell phones have a PIN number to activate service in order to reduce the financial consequences should a phone be lost or stolen.
- Cell phone use is prohibited inside Wetmore, 30 House, 38 House, BBW, Pingree Auditorium and Wellness Center.
- Cell phones are not to be brought to class. Failure to abide by this policy will result in the cell phones being confiscated.

Personal Technology Devices

Personal technology devices such as iPod's, etc must be clearly labeled with the student's name, and the identification number must be recorded with the Director of Student Life's office before use is permitted on campus.

In the spirit of engaging in the community, the use of personal technology devices is limited to the residential Houses and the immediate vicinity of the residential Houses. The exceptions to this policy are: use in study halls when permitted, and on vehicles traveling to school related events. The devices are to be kept in backpacks, and earphones and earpieces are not to be worn except when the device is in use. Failure to comply with this policy may result in the device being confiscated by the school.

Student Bank

An in-house Student Bank is located in the Beaver Student Center, and is maintained for the benefit of students, providing a secure place to keep extra cash as well as maintaining allowance accounts. At the begin-

ning of the school year, parents of boarding students are encouraged to deposit funds to their son's account to be used for their weekly allowances and various other incidental expenses throughout the year. Any unusual requests for money from this account should be put in writing and sent to the Student Bank Manager.

Allowances are issued during the week at scheduled times posted by the Bank Manager. The School requests that a student keep no more than \$25 in his possession. The Bank Manager will provide a saving service (no interest) for storing extra money. These extra funds may be requested during normal banking hours. For the convenience of students, the Bank also provides a check cashing service for small personal checks. Checks cannot exceed the balance of an individual's student bank account. A service charge of \$15 will be added to all checks that are returned. **The Student Bank will be open during regular school hours Monday through Friday.** Parents may authorize a debit card for use in the student snack bar.

Bookstore / Mail Center

The Bookstore is located in the Beaver Student Center. Clothing, books, toilet articles, school supplies, stationery, stamps, and the like are available for purchase. The Bookstore is open Monday through Friday. When sending a student mail, please use the "400 Christ School Road" address. When addressing a letter to faculty, please use "500 Christ School Road."

Barber

The Barbershop is located in the Patrick Beaver Student Center. Our hairstylist is on campus weekly. Students may get haircuts during any part of their free time, but may not miss class to do so. Haircuts will be charged to each student's account.

Travel Information

When making travel arrangements, always remember to do the following, working through the Director of Student Life's Office:

- ◆ 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 all tickets to the Office of the Director of Student Life
- ◆ **Observe closely departure/arrival times so as not to conflict with the school calendar. Students leaving early and returning late from Weekend Leave and from Breaks lose driving and riding privileges, and an overnight.**

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/permissions to the Office of the Director of Student Life by noon on Thursday prior to departure.

International students traveling outside the continental United States are allowed an extra travel day at the beginning and the end of both Christmas and spring vacations. This does not include students flying to and from the Caribbean or Canada. **(Arrangements that do not conform to this policy should not be made without prior permission from Christ School. Flights and travel arrangements should be made far enough in advance to observe the dates posted on the school calendar.)**

Leaves (Overnights)

Overnights may be taken over a full weekend (2 overnights) or may be used individually as long as the total does not exceed the allotment per Form. **No weekend Leave Request will be honored after 12:00 PM on the Thursday of that week.**

Per Form

VI Form	1st Semester: 7 overnights 2nd Semester: 7 overnights
V Form	1st Semester: 6 overnights 2nd Semester: 6 overnights
IV Form	1st Semester: 5 overnights 2nd Semester: 5 overnights
III Form	1st Semester: 5 overnights 2nd Semester: 5 overnights
II Form	1st Semester: 5 overnights 2nd Semester: 5 overnights

Please note: Leaves are granted only on “open weekends.” Please refer to the school calendar for dates.

Extra overnights can be earned for exemplary citizenship and for academic effort. A boarding student may take three overnights at the home of a day student without having the three overnights counted

toward his overnight total. If a student is granted a leave request, the school assumes that the student is taking the overnight unless informed otherwise. Overnights for college visits must be approved by the College Counselor and classroom teachers of the student applying for the leave.

Lost and Found

Lost and found items are placed in the Student Life Office. The items are kept for a period of time, and if not claimed, are donated to local charities.

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. *Please note: When swimming in Christ School's lake, it is strongly suggested that you be accompanied by a faculty member with lifeguard certification. Swimming alone 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 Director of Student Life or Director of the Outdoor Program for the established sites where you may camp. No more than four persons will be allowed to spend the night at one campsite per night. 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.

Valuables

Personal technology devices, such as iPods and iPhones must be clearly marked with the student's name. Serial numbers of these devices must be recorded in the Student Life Office. 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. Safe storage is also available in the Student Life Office for passports, plane tickets, etc.; such items should be turned in to the Student Life Office by the student.

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 Director of Student Life's Office when making plans to visit students.

The following guidelines apply for non-family members.

Sunday 10:00 AM–3:00 PM

When:

Tuesdays.....6:00 PM–7:15 PM

Fridays.....6:00 PM–10:00 PM

Saturday..... 10:00 AM–10:00 PM

Guidelines:

Visitors are required to check in with the Houseparent on duty in the House 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.
- ◆ Visitors must park in the student lot.
- ◆ After dark, students and visitors must stay within the boundaries of the main campus.

DISCIPLINE

Drug and Alcohol Policy

Christ School has chosen to be a “non-enabling” community as opposed to a “zero tolerance” school. By this, we acknowledge that alcohol and other drugs constitute a great threat to individual well being and community health. Any mood altering substance, smoked, inhaled, or ingested for the purpose of intoxication is considered substance abuse. Christ School may consider offering a second chance to those students who, in the mind of the school, can demonstrate a renewed commitment to being a part of our community. (A second offense will result in immediate and automatic dismissal.)

Please note: Prescribed medications, including over-the-counter stimulants, sleeping pills, and diet pills are included in the category of harmful, dangerous or illegal drugs. Use or possession of such substances is considered to be a violation of this rule unless they are used under the supervision of the School Nurse.

Drug Testing

Christ School reserves the right to drug test any member of the Christ School community whose behavior and/or actions are of concern and may represent a potential danger to themselves or others. Any student who refuses to submit to a random drug test will be referred directly to the Headmaster with the possibility of dismissal. Dilution of, or tampering with a sample, is considered a positive drug screen. Students who are tested will be charged for lab fees. **Positive test results will be handled as a major rule infraction, whether use occurred at home or school.** A positive test may result in an appearance before the Judiciary Council with the possibility of dismissal. Should a student not be dismissed, he would also be subject to random drug screens and mandatory counseling, at the very minimum, for the remainder of his tenure at Christ School.

Tobacco Products Policy

Christ School has adopted the position that the use of tobacco products in any form is contrary to the philosophy of the school. Therefore, we have deemed our community as a “tobacco free” campus. Tobacco violations will result in consequences outlined by the Director of Student Life’s Office at the beginning of the school year.

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 failure to comply will 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, airsoft 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.

Threatening Behavior Toward Others

Any student making a threat of bodily harm toward any other person will be subject to strict disciplinary action. Threats made personally, via phone contact, in writing, or through other technological means, will be subject to this action. Proof of a threat will result in at least an immediate suspension from school and may also result in dismissal.

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 Director of Student Life's 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 Director of Student Life. 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 not 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 Director of Student Life. 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.

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 comprised of Senior Prefects and Faculty Members, with the Director of Student Life serving as Judiciary Chairperson. Judiciary meetings are scheduled as necessary. The student involved must be given 24 hours notice prior to the convening of Council. In order for the Judiciary to meet, the following conditions must be met:

- ◆ The Director of Student Life's Office has investigated the incident with all concerned parties and contacted parents of those students involved.
- ◆ The Student 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 Office of the Director of Student Life and/or Headmaster, with whom all final decisions rest. In most cases except separation, the Director of Student Life notifies the student, advisor, and parents of the school's decision. In cases that involve separation, the Headmaster 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 Headmaster or Office of the Director of Student Life.

Disciplinary Penalties

Penalties for violations of major school rules are determined on a case-by-case basis, 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 penalties are as follows:

- ◆ **Dismissal (Separation):** In all cases listed under this section, separation from Christ School may be the penalty. A second violation of Final Restriction or a violation of major school rules while under any disciplinary status may result in separation. Final decisions involving separation are made by the Headmaster. **Please note:** A student who is separated or asked to withdraw must leave campus at the earliest feasible time.
- ◆ **Suspension from School:** If a student is suspended, his parents will be responsible for transportation to and from Christ School. Also, refer to the section on Academics for missed assignments, tests, papers, etc.
- ◆ **3 C's:** Violation of major school rules that do not result in separation, and the repeated occurrence of minor infractions, usually result in the 3 C's for a prescribed period of time.
 - Campus:* No off-campus activities unless a school obligation.
 - Claim:* A work project that takes precedence over all other afternoon and weekend activities, with the exception of academics.
 - Crumb:* Assigned to work in the Dining Hall.
- ◆ **Restriction:** Students on Restriction are expected to meet all school-required obligations and follow all policies/expectations as outlined in the School Handbook, especially academic, **without exception.** Anything short of this could result in Final Restriction or separation from Christ School. Also, Restriction limits a student on bicycle or

foot to the boundaries of the main campus. Students on Restriction are not eligible to have cars at Christ School.

- ◆ **Final Restriction** : Final Restriction lasts the **equivalent of 1 academic year**. Students on Final Restriction are expected to meet all school-required obligations and follow all policies/expectations as outlined in the School Handbook, especially academic, **without exception**. Violations could likely result in separation from Christ School. Also, Final Restriction limits a student on bicycle or foot to the boundaries of the main campus, and allows off campus activities with School or immediate family only. Students on Final Restriction are not eligible to have cars at Christ School.

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. Searching student rooms is a very serious undertaking. Such action must have strict guidelines and parameters so that neither student privacy issues nor house security are compromised. Every search should begin with the following principles in mind:

- ◆ If at all possible, students should be present during the search.
- ◆ Students are presumed innocent until proven guilty.

Dismissal / Separation Policy

Christ School and its Headmaster 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 Disciplinary 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.

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 Director of Student Life's Office. Minor infractions may result in demerits.

Demerit Policy

Demerits are earned for minor infractions when community responsibilities are not being met. They are cumulative and do not reset until the school year ends.

Infractions are classified as one of four levels. Level 1 infractions only earn demerits as their consequence until a certain threshold is reached, and demerits and worklist for Level 2 infractions. Level 3, when met, will result in immediate suspension. When Level 4 is reached the possibility of dismissal from the school is at stake.

Once a student accrues fifteen Level 1 demerits, he will be assigned one worklist.

Once a student accrues thirty Level 1 demerits, he will be assigned three worklists.

Once a student accrues forty-five Level 1 demerits, he will be assigned five worklists.

Accumulation of 65 demerits, that particular student will be suspended out-of-school for a period of two to three days. Upon return from suspension, consequences for Level 1 infractions will be dealt with from the Student Life office. Violation of a major school rule after being suspended will be an automatic dismissal.

Accumulation of 100 demerits may result in the possibility of separation.

Infractions not listed earn demerits as determined by the Student Life office.

Level	Consequence	Infraction (examples)	Demerits Earned
1	DEMERITS	Missed	1
		Missed meds	1
		Missed student activity trip	2
		Unshaven	2
		Not completing a leave form on time	2
		Missed job	2
		Missed day student sign-in	2
		Dress Code violation	4
		Missed assembly	5
		Missed chapel (Tuesday/Wednesday)	5
Missed Sunday sign-in with AOD	5		
2	DEMERITS & WORKLIST	Missed	6
		Failure to turn in car keys	6
		Missed community service trip	8
		Missed sport	8
		Missed chapel (Thursday)	8
		Missed	10
3	SUSPENSION	Accumulation of 65 demerits.	
4	POSSIBILITY OF DISMISSAL	Accumulation of 100 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 thru Friday at 6:30 a.m., and at other times on a need basis determined by the Student Life office. It will usually consist of manual labor with certain projects to be completed around campus. The worklist will have a start and a finish. The student will remain until the particular task is complete.

Weekend leaves will not be granted until the worklist(s) has/have been completed.

Merits

The Merit System rewards students who have excelled in academics and citizenship. Merits are earned by students who achieve Honor Roll status, perform extra duties at school or in the community, and who exceed the required 10 hours of community service. Merits may be used to earn privileges such as extra overnights, attendance at special concerts, etc.

WHOM TO SEE ABOUT WHAT

Academic Program	Mr. Mouer
Advisor Program	Mr. Miles
Angelus (Yearbook)	Ms. Tillett
Announcements at Meals & Assemblies	Mr. Krieger/Mr. Miles
Athletics (General)	Mr. Gaines
Automobiles	Mr. Miles
Banking and Check Cashing	Mrs. Elmer
Big Brother Program	Fr. Brown
Billing	Mrs. Huntsinger
Books, Supplies, and Post Office	Mrs. Elmer
Business and Finance.....	Mr. Elmer
College Placement	Mr. Blackard
Computers	Mr. McCauley
Discipline.....	Mr. Miles/Mr. Hyche
Emergencies	Houseparent/AOD
Honor Council	Mr. L. Harris
Illness.....	Mrs. Rideout/Ms. Pennington /Houseparent
International Student Program.....	Mr. Stokes
Job Program	Mr. Hyche
Learning Resources	Mrs. Stokes
Leaves/Permissions	Director of Student Life's Office
Media Center.....	Mrs. Pulsifer
Maintenance and Repairs.....	Houseparent/Mr. Elmer
Off-Campus Permission	Director of Student Life's Office
Personal Concerns/Counseling.....	Fr. Brown/Mr. Sherry
Residential Life	Mr. Miles
Roommates.....	Houseparent/Director of Student Life's Office

Schedule/Course Change Mr. Mouer
 Testing (PSAT, SAT, etc.) Mr. Blackard/Mr. Mouer

Extra Curricular Activities

Boy ScoutsMr. Cluxton
 Chapel, Acolytes, VestryFr. Brown
 ChoirMr. McMurry
 Community ServiceMr. T. Harris
 Drama..... Mrs. Dillon
 National Honor Society..... Mr. Mouer
 Outdoor Program..... Mr. L. Harris
 Struan (Literary Magazine) Mrs. Weil
 Student ActivitiesMr. T. Harris

Houseparents

Cunningham HouseMr. Stender*, Mr. Thornton, Mr. T. Harris
 Harris House.....Mr. Kaneft*, Mr. John
 Bishop Noland HouseMr. Martin*, Mr. Young
 South Carolina House Mr. Gyves*, Mr. Stump, Mr. Neff
 West House.....Mr. Uhler*, Mr. Chase

*Head of House

TELEPHONE NUMBERS

Off Campus

Travel

Delta	1-800-221-1212
US Air	1-800-428-4322
Wilcox Travel.....	1-800-722-5828
Greyhound Bus Lines:	1-800-231-2222
Asheville:	(828) 253-5353
Hendersonville:.....	(828) 693-1201
Designated Driver Taxi.....	(828) 274-5900
New Blue Bird Taxi.....	(828) 258-8331

Area Services

Swannanoa Cleaners	(828) 684-0113
Asheville Civic Center	(828) 259-5736
Chamber of Commerce.....	(828) 258-6101
Dutch Girl Laundry	(828) 684-5484
Varsity Cleaners.....	(828) 684-9024

Area Accommodations

Fairfield Inn**	(828) 684-1144
Hampton Inn**	(828) 687-0806
Holiday Inn (Airport)**	(828) 684-1213
Comfort Inn **	(828) 687-9199
Mountain Inn and Suites **.....	(828) 684-0040
Grove Park Inn***	(828) 252-2711
Richmond Hill Inn***.....	(828) 252-7313
Blake House Inn***	(888) 353-5227
Inn on Biltmore Estate***	(800) 922-0084
Willow Winds***	(800) 235-2474

** Moderately priced

***Luxury Hotel/B&B

On Campus

Christ School Office	(828) 684-6232
FAX Machine #	(828) 684-2745
Health Center	(828) 684-7219
Nurses' Cell	(828) 242-7959

On Campus (continued)

Dining Hall..... (828) 684-2297
(AOD) Cell..... (828) 242-8114

House Phones

Cunningham (828) 684-9219
Harris House (828) 687-8737
Noland House (828) 684-9287
South Carolina House..... (828) 684-8011
West House (828) 684-9274
Student Center (828) 684-9256



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