

CHRIST

AN EPISCOPAL SCHOOL FOR BOYS



SCHOOL

ASHEVILLE, NORTH CAROLINA



2018-2019 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. Our mission is to produce educated men of good character, prepared for both scholastic achievement in college and productive citizenship in adult society. We achieve this mission through a four-fold process. First and most important, we challenge and encourage each student, in the nurturing environment of a close-knit campus, to develop academically to his maximum potential. Second, through competitive sports, student self-government, and a variety of extracurricular activities, we help each student to develop his physical fitness and leadership skills, and his respect for others regardless of their origins, cultures or beliefs. Third, by involvement in the care of our campus home, students learn civic duty, along with a sense of the dignity of honest labor. Finally, through religious instruction and regular participation in Chapel activities, each of our students learns the sustaining value of faith and spiritual growth throughout his life.

## 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 2–6 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.

## Christ School Blessing

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

# 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. As a member of the Christ School community, it is extremely important that you understand the Honor Code and that you agree to live by its principles. 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 appointed by the members of the Council in the VI Form, Faculty Advisors, and Headmaster. We encourage all students, faculty, and community members not to condone acts of dishonor and violations of the Honor Code, as well as to promote a community grounded in trust and integrity.

### Violations of the Honor Code:

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

**Cheating** is giving aid to a student or receiving aid on tests, quizzes, assignments, or examinations without the consent of the teacher. Cheating also includes plagiarism, which may be described as taking the ideas (either written or electronic) of another person and passing them off as if they were the student's own. More will be said about plagiarism in your classes, but remember to acknowledge your sources when you prepare endnotes and bibliographies for papers. Your teacher will explicitly state what is and is not allowed on a given assignment. This includes acknowledging

information gained through the use of electronic media. 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 without a clear understanding between the borrower and owner of the condition under which the item will be returned or replaced. Never assume that it is acceptable to take anything without express permission from the owner. Matters related to stealing are handled by both the Honor Council and Student Life Office.

### Honor Council Procedure:

- ◆ Students appearing before the Honor Council will have a preliminary meeting with the faculty advisors to the Council before appearing before the entire Honor Council.
- ◆ The Student Advisor (or some other advocate for the student if the advisor is unavailable) should be notified to be present at the meeting of the Council with the student.
- ◆ The student should have a at least 24 hours advanced notice of an Honor Council meeting, unless the student requests or agrees to meet sooner.
- ◆ A quorum of at least 2/3 of the Council and two faculty advisors required to hold a meeting.
- ◆ The Honor Council makes recommendations to the Office of the Headmaster, with whom all final decisions rest. In most cases except separation, Faculty Advisor to the Council notifies the student, advisor, and parents of the school’s decision. In cases that involve separation, the Headmaster notifies students, advisors and families.
- ◆ All Honor Council Meetings are confidential (see below). Parents or other concerned parties are not allowed to attend an Honor Council Meeting, nor are they allowed to contact members of the Council about proceedings, recommendations, decisions, etc. All inquiries should be directed to the Headmaster or Faculty Advisors to the Council.

### Sanctions:

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

Sanctions include the following:

- 1) An **Honor Warning** is the least severe response. After the Headmaster has notified the student's parents, the student will then receive counseling from Honor Council members or the administration.
- 2) The second-level sanction is **Honor Action**, 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 Action 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 Honor Council members or the administration.
- 3) **Dismissal** is the third sanction. It is reserved for the most serious violations, and for those who are repeat offenders.

(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 discretion in assigning the proper punishment. Thus, the above-noted consequences do not necessarily follow in sequence.)

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

- ◆ Plagiarism Workshop
- ◆ Counseling
- ◆ Stump
- ◆ Letter of Apology- To be sent to teachers or persons towards whom the honor violation had a detrimental effect.
- ◆ Additional Community Service- The student could be required to complete an additional amount of community service before the end of the current semester or school year.
- ◆ Afternoon Work List (s)- Whereby a student misses sports practice and/or games during the time in which he is required to complete his work list by helping the facilities and/or grounds crew. Morning Work List (s)
- ◆ Saturday Work List (s)
- ◆ Out of School Suspension- Student is suspended from school and must return home for a time designated by the Honor Council.

- 5) The **Sign and Seal procedure** is designed to handle Honor Code violations without a meeting of the Honor Council. These violations are often less severe and sometimes involve younger students and/or students with no previous code offenses. If the faculty advisors

determine that a violation of the code has taken place, a student will sign a letter admitting to their violation and acknowledging that, should he appear before the Council at a later date for another offense, the Council will learn about this previous violation. The Sign and Seal process will involve the faculty advisors to the Council, chair of the Council, and the student's advisor. The student's parents will be notified of the offense. The student may have additional consequences as a result of his actions.

## Council Members:

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

The Council is comprised of the following members:

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

## Appointment to the Honor Council:

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

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

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

The Honor Council Chair is the only position elected by the student body. Students who wish to run for Chair must self-nominate themselves and give a speech in front of the entire student body explaining why they wish to serve as Council Chair. The student body then elects the Chair by a secret ballot vote. The Chair is announced at Tapping. Students with previous honor offenses may be allowed to run for the Chair position, but they must seek approval from the Headmaster before doing so. Students with a record of other major disciplinary actions may also be allowed to run, but they must seek approval from the Headmaster before doing so. The Headmaster has final say on a student's eligibility to run for the Honor Council Chair position.

### Confidentiality:

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

# THE ACADEMIC PROGRAM

## Academic Goals

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

Specifically, we strive to help our students be able to

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

## Academic Calendar

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

## Christ School Diploma Requirements

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

Students must take a minimum of **five** 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	Grades 9-12: credits are required in Algebra I, Algebra II, Geometry and one additional math beyond Geometry.
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.
World Lang.	2.0- 3.0	Must be two sequential years of the same language (3 years <b>strongly</b> recommended)
Religion	0.5	One semester of Religious Studies is required.
Fine Arts	1.0	Two semester courses in Music and/or Art.
Electives	1.5–2.5	Additional academic elective credits may be chosen to fulfill the 20-credit requirement.

	<b>Grading Scale</b>	<b>College Prep</b>	<b>Honors Weighting</b>	<b>AP Weighting</b>
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:** Late work will be accepted for credit at the discretion of the teacher and may incur a penalty. Requests for an extension must be made directly with the teacher, either in person or via email message, no later than 24 hours before the assignment is due. Teachers may set different deadlines for extension requests. All major assignments must be submitted to pass a course.
- ◆ **Makeup Work:** When a student is absent due to illness or an excused absence, the student has 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 grading policy described are made only with the approval of the department chairperson 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 speak with his teachers. If needed, the student and teachers can work with the Director of Academics and Curriculum to work out an alternative testing schedule.

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

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

## Exam Policy

Exams will be given at the end of the first semester only. Exams will count as follows: 10% for students in second form classes; up to 15% for students in third and fourth form classes, and up to 20% for students in fifth and sixth form classes. The exam period for each class will be two hours long, and students must remain in the exam room for the first 90 minutes. Students will not be exempted from exams based on grades, and all exams will be given only on the specific days set on the calendar. Students should plan to remain on campus throughout the exam period and should not ask to take exams early or late in order to accommodate travel schedules.

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

## 2018 Exam Schedule

### **Friday, 12/14**

8:30-10:30 A.M. – B block exams

1:00-3:00 P.M. – C block exams

### **Saturday, 12/15**

10:30 A.M.-12:30 P.M. – E block exams

### **Monday, 12/17**

8:30-10:30 A.M. – H block exams

1:00-3:00 P.M. – D block exams

**Tuesday, 12/18**

\*No morning exam

1:00-3:00 P.M. – A block exams

**Wednesday, 12/19**

8:30-10:30 A.M. – F&G block exams

**\*Exams must be taken at the date & time listed.**

**\*Christmas Break begins for each student after his last commitment.**

## Advanced Placement Program

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

## Advanced Placement Exam Policy

All underclass students enrolled in an Advanced Placement (AP) class are required to take the AP exam. Seniors, who are in good academic standing and have a grade of B (83% or higher) on April 15 in the AP course, may decide not to take the AP exam for the course. A senior who opts out of taking the AP exam and has a grade that falls below a B after April 15 will be required to sit for an in-class assessment with his AP instructor. This assessment will count for 20% of the senior’s spring term grade in the AP course.

## Policy Regarding Absences

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

### Excused Absences

- ◆ All excused absences are to be approved by the Dean of Students. The student must complete a leave form obtained from the Student Life Office with signatures from his teachers, coach, and Dean of Students. The Dean of Students will sign the form first, then the student's teachers and coaches.
- ◆ It is the responsibility of the student to complete the leave form 24 hours prior to the excused absence(s). There are circumstances where this is difficult to accomplish. The Student Life Office will review this on a case by case basis.
- ◆ Each student is allowed eight (8) excused absences a school year.
- ◆ Examples of excused absences are illness, death in the family, family wedding, sibling graduation, a special religious observance, or a significant family event (grandparents' 50<sup>th</sup> anniversary or milestone birthday).
- ◆ Family trips, family vacations, early departures and late returns from school breaks are considered unexcused absences. It is important to plan around the school calendar for school breaks to not miss school days when classes are in session.

### Unexcused Absences

- ◆ Class attendance is an important piece of our educational environment.
- ◆ A student marked absent from a class will earn 6 demerits and a worklist.
- ◆ An accumulation of five unexcused class absences will earn a meeting with the Dean of Students and Director of Academics and Curriculum, a call to parents, and a consequence. Advisor included.
- ◆ A student who accumulates ten unexcused absences will meet with the Assistant Headmaster who will determine further consequences which may include suspension, loss of privileges, etc.
- ◆ A student who accumulates fifteen unexcused absences will jeopardize his enrollment at school and may be separated at the Headmaster's decision.

- ◆ Examples of unexcused absences include oversleeping, forgetfulness, failure to hear or read announcements regarding schedule changes, skipping class, or family trips/vacations.

Unexcused tardiness, or lateness, to class can result in an “unexcused absence.” Being unprepared for class is also considered lateness. Having to be pulled from class to take required medication that was missed prior to the start of the first block of each day, or having to leave class to retrieve an item for a specific class are both examples of being unprepared for class. On the third tardy in each class, the student will earn 3 demerits and each subsequent tardy is also 3 demerits.

*“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 the student being required to attend summer school or being required to take intensive tutoring prior to a third attempt to pass the course.

## Policy Regarding Early Graduation

In order to receive a Christ School diploma, seniors are required to fulfill all academic and Student Life Office requirements. Any changes made to the original year of graduation from a student’s acceptance to Christ School must be approved by the Administrative Team prior to April 1st of the student’s junior year. Any student who decides to graduate earlier than his original graduation date, will not be eligible for a senior leadership position nor will he be eligible to take any Advanced Placement courses during his senior year. Students who do not receive approval from the Administrative Team and still choose to leave before their original graduation date shall be considered “withdrawn”, and will not be eligible to participate in any graduation events or Graduation ceremonies. Those students will receive their diplomas and final transcripts in the mail after completing requirements, including satisfying all account balances with our Business Office.

## Policy Regarding Incompletes

A student who receives an “incomplete” on his report card will be given a reasonable period of time, mutually agreed upon between the student and the teacher, 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 weighted GPA of 4.00 or higher with no grade below C+ (78, weighted).

**Honor Roll** Students will be placed on the Honor Roll when his academic average is a weighted GPA of 3.00 or above with no grade below C+ (78, weighted).

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

## Academic Discipline and Policies

Students experiencing academic difficulties may be subject to the following :

### Academic Warning/Probation

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

## Study Halls / Study Periods

Study Halls are scheduled during the day and evening. These times are set aside for academic preparation and in-depth reading. Placement in daytime and evening study is determined by grades and advisor recommendations.

### **Academic Day** (Monday–Friday and Saturday Classes)

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

**Supervised Study:** Students with a GPA below 3.0 will be assigned to a supervised study hall in the Media Center. Students are to sign in with the study hall proctor and remain in the Media Center for the entire period.

### **Evening Study** (Sunday–Thursday)

**Room Study:** All students will have room study in the evening unless they are in supervised or supported study hall. 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. 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 Classroom Study Hall – Supported (ECSH-S)**

Under the direction of the Director of Academic Resources, proctors are available in the evenings to help students who need support to maintain focus and productivity during the evening study period. Each night, Sunday through Thursday, a limited number of students are assisted with their work by the proctor of the study hall. The intent is for these proctors to oversee student organization, time on task, and completion of homework assignments. Students in ECSH-S may use the Media Center beginning at 8:30 PM, but must have a pass. They must check in with the adult in charge of ECSH-S before going to the Media Center. There is an additional fee for ECSH-S.

## Dropping a Course

A teacher or administrator may recommend that a student drop a course because the student is not an appropriate match for the course. The teacher will discuss the student’s situation with the Department Chair, the student’s advisor and the Director of Curriculum and Academics to determine if a “drop” is the correct course of action. Except to cor-

rect mistakes in the scheduling of classes, no changes will be made to a student's schedule until the third day of classes of a semester. A student may initiate a request to drop a course **only in the first 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

**Saturday**

Open upon request

to the AOD

**Sunday**

1:00-2:30 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 Director of Academic Resources 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 constitute a violation of the school's Acceptable Use Policy (please read and review this policy carefully for further details). Violation of this policy may result in the mandatory closing of a student's account and removal of his computer indefinitely. To ensure that students/parents fully understand and appreciate the 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. Students found using computers after hours or inappropriately will be dealt with by the Student Life Office.

## Student Technology Usage Policy

Christ School has a campus wide high-speed computer network and Internet access. Our goal in providing these resources for the community is to promote educational excellence in our curriculum, to help students learn to utilize these resources, and to find appropriate communication pathways through our system. To ensure that these services are used as they were intended, as well as to keep it running properly, the following guidelines must be agreed to by all users. **The Christ School Technology Department reserves the right to check any technology device if we have reason to believe any of the policy has not been followed.**

**Inappropriate use of technology will be grounds for having computer and telephone privileges revoked and/or the students' computer or phone confiscated. Infractions will be referred to the Student Life Office. At the discretion of the Student Life Office, a student may have his computer or phone confiscated.**

Technology Violations (Computers, iPads, Tablets)

Inappropriate use of technology may result in the following consequences:

- a. First offense- loss of device for 24 hours or a worklist.
  - b. Second offense- students may be required to turn in one or more technology devices for storage overnight in the dorm or to the Student Life Office for storage outside of the school day for up to a week. The Student Life Office may also add Qustodio or another monitoring software to a student's computer and add restrictions for an indefinite period of time.
  - c. Third offense or more- students may be required to turn in one or more technology devices for storage overnight in the dorm or to the Student Life Office for storage outside of the school day for an indefinite period of time. The Student Life Office may also add Qustodio or another monitoring software to a student's computer and add restrictions for an indefinite period of time.
- ◆ The Student Life Office reserves the right to collect, store, and/or monitor a student's technology device if we feel the student has demonstrated an unhealthy or inappropriate pattern of behavior with use of technology.
  - ◆ Christ School provides wired, filtered internet access in dorm rooms and wireless student access in the academic buildings, Student Center, and in the commons rooms of each dorm.

While using technology for educational activities and keeping in touch with friends and family, students must maintain proper decorum.

The CS Network uses a Content Filter and Firewall to maintain integrity and block sites deemed to be unacceptable in content.

Christ School will cooperate fully with federal, state, and local law enforcement agencies investigating any illegal activity that has been conducted from the Christ School Network with any technology device.

Printing is available from the library and computer lab computers only. Personal printers are permitted in the student's room. Students are responsible for maintaining personal technology devices.

It is highly recommended that the students use a password to secure their own computers.

- ◆ Student computer/Internet use in the classroom and study hall falls under the guidelines of this AUP and should be for educational purposes only. The teacher has the right to add his/her own stipulations. All students may only access the Internet via the Christ School network. Use of dial up, remote access, VPN, anonymous proxies, and PCI broadband cards is prohibited and will be handled as a violation of this policy.

Posting of personal information on any website is dangerous and not condoned by the school.

Posting of material deemed defamatory or in violation of the school's mission (including members of the community) or in association with the Christ School name is a serious offense and will be handled as a violation of this AUP.

Students may not use the Christ School Network (technology infrastructure owned by Christ School) for any inappropriate purposes, including but not limited to selling or obtaining illegal substances, issuing a threatening email, harassment, and/or foul or indecent language.

Students may use a legal paid service (such as iTunes) to download music and videos. However, file sharing programs such as BitTorrent, BearShare, Ares, LimeWire, etc. are not be used or installed on any technology device while on the Christ School Network.

**Plagiarism and Copyright infringement is strictly prohibited.**

All material taken from the Internet must be acknowledged in MLA format and cited. Any use of copyrighted or previously published/presented material as one's own is a violation of the Christ School Honor Code as well as the AUP.

- ◆ Students may bring their own computers to school for Internet and Network access.

A local computer company is available to perform maintenance and repairs on student technology devices.

Christ School maintains Computer Lab and Media Center computer workstations for all students' use for school related work. These are available throughout the class day and during scheduled evening study halls. The software used at Christ School for student assignments, etc., is Microsoft Office 2007 (Word, Excel, PowerPoint). Photoshop is also available in the computer lab.

All student computers must be powered through a surge protector. Christ School is not responsible for damage caused by electrical surges or outages.

Students should have anti-virus and anti-spyware software installed, up to date, and set to scan at least once a month. Real time/On-access scanning capabilities are highly recommended.

It is strongly recommended that students run operating system updates on their computer at least once a month.

TV's, cable to computer converters, and "over the air" adapters are not permitted at any time. If the computer contains such a device it should not be used.

Any video recording device should not be used in bathrooms, locker rooms, and other areas that require privacy.

Routers and wireless access points are strictly prohibited and will be confiscated.

- ◆ Christ School students have an individual account with a private password that they use for internet and email access. Students should keep these passwords confidential to prevent others from accessing their account.

Bulk e-mail from the student's account is strictly prohibited.

- ◆ All network connections will be configured and maintained by the CS Technology Department.

The Christ School Technology Department is not responsible for maintenance on student computers, due to warranty restrictions and liability issues, though we can provide a quick assessment and recommend steps to take. The manufacturer or a local computer repair/support center is recommended for computer repairs.

Christ School students may not access the faculty network. Attempting to access or accessing this network through any means may result in disciplinary action.

Christ School reserves the right to install monitoring software on student computers. Students attempting to tamper with or tampering with this monitoring software on a computer may result in disciplinary action.

- ◆ Parents and students must read and acknowledge this Acceptable Use Policy before the student is granted network access.

## Student Social Networking Acceptable Use Policy

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

**Parameters and Context** We realize that social networking bridges both the work life and personal life of students – and thus, some cross-

over and conflict of responsibilities may occur. The school's interest is in defining the educational and school-related contexts of social networking and blogging, for the protection of our employees, students, and the school community as a whole.

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

- ◆ Understand that they are accountable for their postings and other electronic communications. This includes responsibility for any on-line activities conducted with a school e-mail address, or while using school property, networks, or resources, or other similar means of transmission which can be traced back to the school.
- ◆ Exercise appropriate discretion when using social networks for personal communications (such as with friends, students, parents, former students, etc.) that can in any way impact their role at the school. If you choose to list or reference your school affiliation (where permitted by this policy) on a social network, blog, or similar venue, you should treat all such communications with care and discretion.
- ◆ Err on the side of caution when interacting on-line, remaining cognizant that social networking activities may be visible to past, current, or prospective students, parents, and community members – and thus reflect (positively or negatively) directly or indirectly on the school, affecting current students, faculty/staff, and community members.
- ◆ Balance their right of individual free expression with the valid interests of the school in promoting and presenting its mission, culture, and values to the community at large as reflected by the public actions and statements of its students.

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

**Note: Students are reminded that social networking sites are increasingly interconnected – i.e., linking to one another – in ways that may be largely outside the direct control of the users on any given site. Therefore, cautions regarding posting of inappropriate**

**ate content to any networks – as described in further detail in the remainder of this policy – should be carefully observed.**

**“Friending” Faculty/Staff** Students are strictly prohibited from initiating or accepting friend requests from current Christ School faculty/staff.

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

**Privacy Settings and Content** Exercise care with privacy settings and personal profile content, to ensure that posted content does not reflect poorly on the school in any way or otherwise create a conflict of interest. Content should be placed thoughtfully and periodically reviewed. On most sites, privacy settings can be changed at any time to limit access to profiles and searchability, and changes should be made when necessary.

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

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

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

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

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

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

# ATHLETIC/ACTIVITIES PROGRAM

**W**e believe that athletics at Christ School play 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.

## Philosophy

We believe that successful athletic/activities programs are COACH/LEADER driven, STUDENT centered and ADMINISTRATOR assisted. We aspire for our coaches, leaders, and students to exemplify the excellence and integrity of the Christ School community.

Each of our programs focus on developing high quality student-athletes and student performers by providing all with a positive experience as we seek to build character, forge leaders and promote citizenship, champion a healthy lifestyle and applaud sportsmanship through participation and competition.

## Overview

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

**FALL: Football** - Varsity and JV; **Soccer** - Varsity and JV Soccer; **Cross Country** - Varsity; **Outdoor Program** - Fly Fishing, Paddling, Disc Golf, Mountain Biking; **Year Book**; **Christ School Broadcast Network**; **Theater**; **Pre-Season Basketball**; **Adventure Sports**

**WINTER: Basketball** - Varsity, JV, Little Greenies; **Swimming** - Varsity; **Theater**; **Outdoor Program** - Ski and Snowboard, Adventure Racing, Outdoor Skills; **Strength Training**; **Pre-Season Lacrosse**; **Indoor Track**; **Pre-Season Golf**; **Quiz Bowl**; **Christ School Broadcast Network**, **Backpacking**

**SPRING: Tennis** - Varsity, JV; **Track** - Varsity; **Theater; Outdoor Program** - Fly Fishing, Paddling, Disc Golf, Mountain Biking; **Lacrosse** – Varsity and JV; **Golf** – Varsity and JV; **Strength Training; Journeyman; Christ School Broadcast Network**

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

Each Christ School Student is issued a laundry loop, gym locker, and combination lock. All students have the opportunity to have their practice and game clothes washed each day. The school also provides an ATC certified 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 4A school.

## Athletics & Activities Handbook

Each student is required to read the Athletic & Activities Handbook located online on the Christ School Athletics & Activities Website and on the student portal OnCampus. By reading the document each student agrees to abide by the standards detailed in the document. Failure to meet such standards in the areas of academics, attendance, behavior, and ethics will be met with immediate consequences.

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

Any questions regarding the essential school practices and policies detailed in the Athletics & Activities Handbook should be directed to the Athletic Director.

# THE JOB PROGRAM

**F**aculty 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 rotate 4 times per year with the Academic quarter. Some special chores are assigned for a longer period of time. Assignments are posted in the glass case outside of Room #5 in the Wetmore school building. ***Please consult the Faculty Member, Senior in charge, or Job Prefect for details concerning time, expectations, etc.***

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

### **Responsibilities of Advisors**

A Christ School student can expect his advisor to be his advocate, to know him well, and to be available to talk with him regularly or when special circumstances arise. The advisor is to be in close regular communication with the parents of the student on all matters both academic and 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/remote 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 Wednesday 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 Student Life Office. The Student Life Office may deny any request regardless if a student meets all of the below qualifications. Students must obtain a Usage Regulation Form from the Student Life Office and commit to all rules and regulations of vehicle usage. Further, it is expected that the student know the school phone number and the cell number in order to notify the school when traveling and an emergency arises. (School # 828-684-6232, AOD Cell 828-242-8114)

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

**To qualify for vehicle usage a Senior boarding student must:**

- ◆ Have at least a year-ending 2.67 GPA. New senior students, privileges will be based on their Mid-Term report with a 3.0 GPA to qualify, come the middle of October.
- ◆ Be in good standing with the Student Life 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 lot.

**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 1st Semester vehicle usage a Junior boarding student must:**

- ◆ Have at least a last-year ending 3.00 GPA. New junior students, privileges will be based on their Mid-Term report with a 3.0 GPA to qualify, come the middle of October.
- ◆ Be in good standing with the Student Life Office.
- ◆ Observe all driving regulations on campus at all times; failure to comply will result in loss of privileges.
- ◆ Park only in assigned lot.

**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 Student Life Office and did not have 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 lot.

**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 near the Student Life Office in the foyer on the wooden bench, after he has been dismissed from his sports/activity requirement. **Day student cars must remain in the student lot.** These policies are strictly enforced.*

**Violations and Penalties**

- ◆ If any student uses his car to go off campus without authorization his car privilege 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 dismissible 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.
- ◆ No student may drive their own car to Advisee lunch without prior permission from the Dean of Students. Permission will only be granted if the student's advisor is present.

## 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 15 hours of community service per year. Those students falling short of the requirement must remain on campus over the weekends during the second semester until the hours are completed. Students may receive credit for up to half of their service requirement (7.5 hours) for work completed during summer months.

## Day Students

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 Student Life Office 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 Dean of Students grants permission.
- ◆ Day students who drive cars to school must sign in and turn in their keys to the Student Life Office upon arrival. This policy is strictly enforced.
- ◆ Day students may stay overnight in situations such as a late return to campus from an athletic event or foreseen inclement weather. Prior arrangements must be made through the Student Life Office. Day students are also welcome to stay in the dorm in order to socialize with boarding students, but they must have this overnight stay approved by the Student Life Office by 12:00 p.m. on the day the student plans to stay overnight. The Student Life Office reserves the right to assign students to the dorm room in which they will stay.

## Senior Speeches

It has become a tradition that each member of the senior class gives a senior speech. This takes place in our Assembly or Chapel. Each senior is introduced by their Advisor, or in some cases, a member of the faculty that he chooses for his introduction. Family and guests are allowed to attend. The senior giving the speech may attend lunch with his family following the speech. If the senior invites friends to lunch, those friends must have a study hall immediately following the Assembly or Chapel service. Invited students with study hall are to check out with the Dean of Students prior to the senior speech.

## Health Services

The Christ School Wellness Center provides health services from 7am to 10pm Monday – Saturday. On Sundays, the Wellness Center is open 10:30am to 10pm. When the Wellness Center is closed, a nurse is on call for emergencies.

Our team approach in providing optimum health care for students involves parents, medical professionals, and the school community. Good habits for a healthy lifestyle, including proper nutrition, exercise and rest, are all encouraged.

## Health Forms

Each year, a health form packet is updated and provided online. **All forms must be completed for both Day and Boarding students by registration.** Students are required to have an annual physical completed by a licensed health provider. Health and physical forms **MUST** be completed to the nurse's satisfaction before a student may participate in school activities including athletics. Students must be vaccinated and in compliance with all Christ School medical requirements. No religious exemptions are granted. Failure to meet established medical requirements are grounds for cancelation of enrollment contract.

## Sickness

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

If a boarding student awakens ill, he should come to the Wellness Center prior to breakfast, job, during study halls, or after school. If he becomes ill during class, his teacher may send him to the Student Life Office, who will notify the Wellness Center. Day students should not come to school sick and if become sick during the school day, will follow the same procedure and the Wellness Center will notify parents for pick up.

If on the day of a scheduled athletic competition, a student has spent more than one block in the Wellness Center, he will not be allowed to participate in the competition. At no point during the day, should a student who is ill go to their dorm without permission. If a student becomes sick during his unscheduled evening hours, he should report to the Wellness Center directly. If during study hall, he should check first with the supervising faculty member. If a student begins to feel sick during the nighttime hours, he must contact his houseparent and should not leave the dorm without permission. If the nurse is needed during the overnight hours, the houseparent will contact the AOD; the AOD will contact the nurse on call.

If at any point a student becomes ill at school and has temperature elevation greater than 99.5, the nurse will determine length of stay needed in the Wellness Center. If an overnight stay is necessary, the nursing staff on duty will contact the parent. If a student lives locally, care should be provided at home until able to attend all classes and activities. For prolonged illness or immobilizing injury, parents will be responsible for care if living within 100 miles of Campus.

If an Urgent Care visit is deemed necessary, parents will be notified prior if possible and can be reached. If started on antibiotics due to illness, usually 24 hours are required out of class, dorm, and activities. (If

at any point when a student is home and is ill, he should not return to school unless he is feeling better, without fever and off all fever-reducing medications for 24 hours.)

### **Chronic Illness**

Students with chronic illness such as diabetes must be responsible for their own self-care and compliance with plan of care outlined by their physician. Christ School is not responsible for the compliance or non-compliance of the student. Students missing excessive class due to non-compliance may be asked to take a medical leave until under control. Nurses are available to help support the student.

### **Medication**

All medications, including over-the-counter and vitamins, must be kept in the Wellness Center. Only insulin, rescue inhalers, Epi-pens, and prescription face creams are allowed in students' rooms or backpacks (this applies to Day students also). Medications to be administered daily to students will be done from the Wellness Center.

Christ School is not responsible for the compliance or non-compliance of the student. Students failing to take medications as prescribed will be reported to the Student Life Office. Please review the Medication Policy in your Health Form packet. Also, please note:

- ◆ All medications require a written physician's order. Any changes to drug, dose, or time to be administered requires an order also from the prescribing MD.
- ◆ Medications held due to side effects require prompt communication with MD and cannot be held only on parent request.
- ◆ Medications sent to school should be sent directly to the Wellness Center, not to your student.
- ◆ All medications should be clearly labeled and no medication will be given belonging to another family member. All medications **MUST** have the student's name on the label.
- ◆ No capsules will be opened to dispense partial doses.
- ◆ Any OTC medications or vitamins provided by parent will only be given per label instructions. Parents must provide written request/instructions for the administration of OTC medications and vitamins.
- ◆ No medication including over the counter medication for sleep will be given to anyone under 18 unless ordered by his physician.
- ◆ Medications will be packed for breaks and weekends based on written notice from parents. Email reminders are sent prior with packing guidelines.

- ◆ Taking medication is a part of a student’s responsibility for preparing for daily life at Christ School. If a student does not consistently take morning or evening medication, he may face consequences with the Student Life Office.

### **Medical Appointments**

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

### **Hospitalizations**

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

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

### **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 Student Life Office which will keep all sealed agreements. A sealed agreement may be unsealed and revealed at a future time if the student fails to keep his commitments and/or gets in trouble for a similar offense. However, the revelation of this memo will not constitute a prior offense that would make the current offense one requiring immediate dismissal. Rather, it will be used to inform and guide the Judiciary Committee, Counselors, and 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.*

# RESIDENTIAL LIFE

**R**esidential Life is the responsibility of the Office of the Director of Student Life. The Life Skills Program focuses on a “human development” approach to community living. A spiraling curriculum by grade and by topic introduces issues including but not limited to honesty, respect for members of the community, 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 Expectations

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

**\* Seniors may have a small (110 volt) commercial grade refrigerator in their room. They will also have special privileges specified by the Student Life Office.**

## Underformers

Fourth formers (10th graders), fifth formers (11th graders) and some third formers (9th graders) will live together in “vertical housing,” in Garland, Harris, Noland, South Carolina and Young 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 accom-

modating 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.”*

## Food Delivery Rules

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

- ◆ On weeknights, students should not have food delivered after 10:30 PM. We recommend placing orders no later than 9:30 PM. Students may have their food confiscated if they do not comply with these rules.
- ◆ On weekends, students should not have food delivered after 11:00 PM. We recommend placing orders no later than 10:00 PM. Students may have their food confiscated if they do not comply with these rules.
- ◆ Students should treat delivery drivers with respect. If students fail to meet their driver or treat their driver in a manner unbecoming of a Christ School student, the food may be confiscated and the student may lose the privilege of ordering food from off campus.

## 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 Classroom Study Hall – Supported (ECSH-S)
  - 3) Requested by parents or Houseparents to be in something other than room study
- ◆ Study Hall begins at 8:00 p.m. and lasts until 9:45 p.m.
- ◆ Cell phones are collected in the dorms before study hall and returned to the student after study hall ends. Each student should have his cell phone turned in at least 5 minutes before study hall begins, or before he departs the dorm for Evening Classroom Study Hall.

- ◆ Students (not including seniors) should have their doors propped open 5 minutes in advance of study hall and should be seated at their desks accessing school-related material on their computer and desk top. Students are not allowed to study in bed or in any other part of the room away from their chair or desk.
- ◆ Students are allowed to listen to music on their headphones during study hall.
- ◆ Students are allowed to speak at a polite level with their roommates about school-related matters.
- ◆ Students are not allowed to play videogames, watch YouTube videos, television shows, or videos on their computer, or use the internet for non-school related activities during this time. Such activities will be considered technology violations.
- ◆ A student may leave his room with permission from the houseparent on duty in order to work with other students in the dorm; this work must be done in the upstairs or downstairs commons under the supervision of the senior leader or houseparent on duty. Students may leave their room to ask another student a question, and the student should do so in a prompt manner, avoiding social conversation, and then returning to his room. Students may also go to the media center or to a teacher's classroom or dorm with the permission of the houseparent. Students must fill out an orange slip and have it signed by the teacher or supervising adult in the Media Center, returning the slip to the houseparent on duty when he returns to the dorm. Students may leave study hall at any time for a meeting with a teacher or tutoring session.

## Information Relevant to All Houses

- ◆ Residents of Gardner, Harris, Noland, South Carolina, and Young Houses are allowed to bring their own desk chair and no other additional furniture. **No extra furniture in Cuningham House. Only seniors may have a small couch or futon.**
- ◆ Keep furniture in the room to which it is assigned.
- ◆ Students must not attempt to repair or alter the electrical lights, switches, or outlets in a room. Maintenance personnel must complete all repairs.
- ◆ No animals or pets are to be kept in a student's room.
- ◆ No knives, lighters, incense, incense burners, or wax burners in a student's room, or in their possession.
- ◆ Decorations that are considered offensive will be confiscated. This includes items that advertise or suggest the objectification of women, pornography, alcohol, drugs, tobacco, hate, racism, etc.

The Head of House and the Director of Residential Life will make any final determinations on what is offensive and what is not.

- ◆ Students in Gardner, Harris, Noland, South Carolina, and Young Houses may bring a small carpet no more than 5x7 feet in area.
- ◆ Students are allowed some discretion in rearranging their furniture, but the head of house or Director of Residential Life must approve these changes. Students may not hang any items from the ceiling of their dorm rooms. Students may not raise or lower their beds without permission of the head of house. All rearranging of furniture must comply with fire code standards.
- ◆ School property that is defaced will be billed to a student's account and considered a possible major rule violation. This includes, but is not limited to, the following: writing on furniture, application of permanent or adhesive stickers, vandalism, application of posters and other decorations with improper materials for attachment. Houseparents will notify students of what is, and what is not, acceptable.
- ◆ Any room damage must be reported immediately to the Houseparent on duty.
- ◆ Student rooms should be locked unless in use.
- ◆ All students are provided a safe to securely store all valuables.

## Room Inspection

- ◆ Room inspection occurs daily during the school week. The Head of House in each dorm will communicate and post the standards for room inspection. Rooms and houses are expected to be in inspection order during the academic day. Weekend standards are less strenuous, but tidiness is expected. Senior leaders, seniors and juniors with dorm honors all may earn the right to have their rooms inspected at different points during the school year.
- ◆ If a student does not consistently pass room inspection, he will face consequences in the dorm or through the Student Life Office. Students and dorm communities will be rewarded for keeping their room and dorm clean on a regular basis.

## White Glove Inspection

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

If one or both roommates will not be on campus in time for White Glove on Sunday evening, it is the responsibility of both roommates to leave their room in a state that will pass a White Glove inspection. It is the responsibility of both roommates to clean their personal and common

spaces in the room. The burden of cleaning the room should never fall solely on the shoulders of one student. It is possible for one roommate to pass inspection and for the other to fail.

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

The administration of White Glove will take place between 5:00 p.m. and study hall. The time of the inspection is at the discretion of the Head of House, but the inspection should take place consistently at the same time each Sunday and the time should be clearly communicated from the beginning of the school year.

### **White Glove Inspection Checklist**

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

#### **Dorm Property:**

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

### **In-Rooms / Lights Out**

Christ School students are allowed to come and go from their dorms on campus with a significant deal of freedom. Students must respect the required times for returning to their dorms in order to enhance our community of trust. There is a designated time for students to return to the dorm, reside in their dorm rooms, and turn lights out for bed.

## **Cunningham House:**

### **Weekday:**

In Rooms: 10:15 p.m.

Lights Out: 10:30 p.m.

### **Weekend:**

In Rooms: 10:45 p.m.

Lights Out: 11:00 p.m.

## **Underformers in Garland, Harris, Noland, South Carolina and Young Houses:**

### **Weekday:**

In Rooms: 10:45 p.m.

Lights Out: 11:00 p.m.

### **Weekend:**

In Rooms: 11:30 p.m.

Lights Out: 12:00 a.m.

## **Seniors:**

### **Weekday:**

In Rooms: 11:00 p.m.

Lights Out: 11:00 p.m.

### **Weekend:**

In Rooms: 11:45 p.m.

Lights Out: 12:00 a.m.

- ◆ Students off campus for approved reasons should return to campus by 10:30 p.m. on the weekends
- ◆ Late lights may be granted on a weeknight to any student who has a legitimate need for further study time.
- ◆ Students returning to campus after In-Rooms and Lights Out due to a sports or student activities-related event should enter the dorm quietly, check in with the houseparent on duty, and proceed with getting ready for Lights Out as efficiently as possible.
- ◆ Any student who is late for On Dorm, In-Rooms, or Lights Out without approval from the Student Life Office will face consequences in the house or through the Office of Student Life.
- ◆ Students should not leave the dorm before 6:00 a.m. unless they have approval from the Head of House or Office of Student Life, or if they are participating in a school-related activity such as a sports practice
- ◆ When staying on campus, boarding students should stay in their own dorms. They should ask permission to stay in other students' rooms in their own dorm.

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

# CAMPUS LIFE

## 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, rubber bands, headbands 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 Student Life Office will make the final decision.

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

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

of school through Asheville School week and from Spring Break through Graduation. *No hooded sweatshirts allowed during the academic day.*

### **Acceptable Formal Dress**

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

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

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

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

### **Acceptable School Dress**

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

*Types of clothing:* Shirt with folded collar, polo-style knit shirts or oxfords, Thanksgiving through Winter Break, shorts, slacks, leather or suede shoes with dark dress socks, 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.

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

### **Acceptable Casual Dress**

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

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

## **Asheville School Week Dress**

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

## **Dining Hall**

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

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

## **Personal Technology Devices**

Personal technology devices such as cell phones, laptops, iPod's, iPads, etc. must be clearly labeled with the student's name.

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. Students need to turn in cell phones to House Parents before Study Hall begins.

## **Cell Phone Policy**

Christ School students need to be present, available and responsive to others. Being engrossed on one's technology can result in missed opportunities to learn, interact, and connect with other members of our community. We strive to teach students a balanced approach to cell phone use and have created the following guidelines:

- ◆ Cell phone use is prohibited at all times in the Chapel, Pingree Theater, Dining Hall, and at Advisee lunch.
- ◆ Cell phone use is prohibited in our classrooms unless it is required for academic work and supervised by the teacher.

- ◆ No cell phone use in the classrooms means “once they cross the threshold of the classroom” and does not mean “before class has started.”
- ◆ Cell phone use is permitted in the hallways but students cannot talk on them or receive phone calls.
- ◆ Headphones and earbuds are allowed in study halls (with teacher permission) and are not allowed to be used during the school day on campus.
- ◆ Students may not make or receive calls on cell phones anywhere on campus except outdoors, dorms, and Student Center. If a student must talk on his cellphone in Wetmore, it is to be done in an administrative office.
- ◆ Cell Phones will be collected and stored at the beginning of each class. Failure to turn in one’s phone or turning in a “fake” phone will also be considered a violation.
- ◆ For underclassmen who have study hall on campus, cell phones will be collected at the beginning of study hall and returned after study hall.
- ◆ For residents of Cuningham, phones will be collected before In-Rooms, stored overnight, and returned in the morning, available at 7:00 a.m.
- ◆ Seniors may keep their cell phones at night if they are in good academic and behavioral standings, which is determined at the discretion of the Student Life and Academic Offices.
- ◆ Juniors may receive technology privileges if they earn Junior Dorm Honors.
- ◆ Any student who attempts to turn in a fake, duplicate, old, or broken cell phone, or any other object or technological device, in place of his real phone, will be in violation of Student Life policy and the Honor Code and subject to discipline for the offense.

**Consequences:**

- a. 1st Violation-Teacher will take the phone as a warning and inform the Student Life Office.
- b. 2nd Violation-Cell phone will be turned in to the Student Life Office for 24 hours.
- c. 3rd Violation-Cell phone will be turned in to the Student Life Office for a week and the student’s parents will be informed.
- d. 4th Violation- Cell phone will be turned in to the Student Life Office for an indefinite period of time and there will be a meeting with the student’s parents and the Student Life Office.

## General Technology Use Policies

- 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.
- All students, with the exception of senior leaders, 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 student is allowed to have more than one computer. Students may bring a monitor in addition to a laptop.
- If a student uses a monitor, the monitor may not be any larger than a 32" width. The Head of House will make the final decision on whether or not the monitor is an appropriate size.
- Students are allowed to bring iPod and iPads to campus. The same rules that apply for computer and cell phone use apply to these devices, or any similar device.
- No DVD players or VCRs.
- Students who do not comply with the designated "lights out" policy because of technology devices will lose technology privileges. In addition, students who miss morning class due to violating "lights out" policy could lose their technology privileges. 1st offense-Loss of devices for 24 hours; 2nd offense-Loss of devices for one week; 3rd offense-Loss of devices indefinitely.
- The Head of House and Houseparents may decide to store a student's computer, iPod, or iPad after In-Rooms as a method of improving technology-use habits or as a consequence for poor citizenship .

## Student Bank

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

## Bookstore / Mail Center

The Bookstore is located in the Beaver Student Center. Clothing, books, toiletries, school supplies, stationery, stamps, and the like are available for

purchase. The Bookstore is open Monday through Friday. When sending mail to students or faculty, please use the address 500 Christ School Rd., Arden, NC 28704.

## Laundry Services

- ◆ All Christ School students are expected to maintain appropriate standards of grooming and hygiene. Keeping your laundry clean and organized is an essential part of this process.
- ◆ Students have access to washing machines and dryers in the dorm, as well as a school dry cleaning/laundry service (see Student Life Office for off campus laundry service information).
- ◆ Access to washing and drying machines is based upon the system of usage implemented by the Head of House in each dorm.
- ◆ Students should respect the laundry room facilities. Failure to do so may result in consequences in the dorm.

## 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 Student Life and Dean of Students Offices:

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

At scheduled school holidays Christ School will provide transportation for students to and from public transportation facilities in Asheville, North Carolina, on the day the break begins and ends. (**However, if a student does not leave or arrive on the scheduled days posted on the school calendar, he will be responsible for his own transportation and lodging.**) For Breaks, a Shuttle service is offered to several cities. Contact the Office of Student Life for Shuttle Service.

When leaving on a weekend, parents and students are responsible for transportation to and from Christ School and for completing the necessary paperwork before leaving campus. Each student must receive both

Academic and Athletic clearance, and submit all forms/permissions to the Dean of Students by noon on Thursday prior to departure.

## Leaves (Overnights)

### Guidelines

- ◆ Christ School students are permitted to leave campus on open weekends. Leaving campus is a privilege that is earned based on class and behavior.
- ◆ A leave form must be submitted by the student no later than 12:00 p.m. on the Thursday before the requested leave weekend. Leave forms can be found in the Student Life Office.
- ◆ A leave form must have parent approval via email or phone call to the Student Life Office.
- ◆ If a student will miss academic, college guidance, athletic, or any other school-related obligation during a leave weekend, he must have signatures from his teachers, coaches, and/or supervisors.
- ◆ A student should do his absolute best to meet all obligations before beginning a weekend leave.
- ◆ If a student fails to submit a leave form on time or does not have the appropriate approvals and signatures, the student may not be granted his leave request. That decision is at the discretion of the Student Life Office.
- ◆ In the case of an emergency, death in the family, or other extenuating circumstance, students are allowed to leave campus with parental permission. Parents should call the Student Life Office to make arrangements. Students will not be charged with a weekend leave in the aforementioned circumstances.
- ◆ Extra overnights can be earned for exemplary citizenship and for academic effort.
- ◆ Boarding students that take an overnight or weekend leave at a day students home will not be charged for their allotment per Form. There are other overnights/leaves that do not count towards each Form's allotment which is to be determined by the Dean of Students. Examples of this would be a family wedding, illness, or a significant family event.
- ◆ 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.

**Each class is awarded the following number of away weekends each year:**

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.

VI Form	1st Semester: 8 overnights 2nd Semester: 8 overnights
V Form	1st Semester: 6 overnights 2nd Semester: 6 overnights
IV Form	1st Semester: 6 overnights 2nd Semester: 6 overnights
III Form	1st Semester: 6 overnights 2nd Semester: 6 overnights
II Form	1st Semester: 4 overnights 2nd Semester: 4 overnights

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

## Leaving and Returning to Campus

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

- ◆ Only seniors are allowed to drive off campus for dinner on Wednesday evenings when approved by the Student Life Office.

Students should follow these steps when leaving the dorm:

1. Sign out in the dorm’s sign-out book and check out with the houseparent on duty. Whenever you leave campus for any reason, you must communicate with the houseparent on duty.
2. If you cannot find the houseparent on duty, please speak with the senior leader on duty.
3. If your parents are picking you up on campus or you are riding with a classmate, relative, or another person whom has permission to drive you, please call the AOD (828-242-8114) and let him know that you are leaving campus. If you are coming or going from a school-sponsored trip, you do not need to notify the AOD.
4. If you are driving yourself, please call the AOD and arrange to meet him to pick up your keys.

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

1. If you are returning to campus, call the AOD to inform him of your return to campus (828-242-8114). If you are coming or going from a school-sponsored trip, you do not need to notify the AOD.

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

If returning to campus on Sunday evening:

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

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

## 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. Students need to receive approval from the Student Life Office before claiming an item.

## 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: Swimming in Christ School's lake is prohibited without the presence of 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 Student Life Office or Director of the Outdoor Program for the established sites where you may camp.

- Camping is only allowed on the weekends, unless otherwise approved by the Student Life Office. All on-campus camping must be approved by the office of Student Life by Thursday afternoon before the weekend of the event.
- Please communicate directly with the AOD about any plans to camp in the woods on the weekends before dinner on Friday or Saturday. The AOD and students must be in direct communication about the logistics for any camping.

- Open fires are not allowed unless accompanied by an adult, and then only in the fire ring at each site.
- Please do not cut down any trees or shrubs and please observe all school rules while camping.
- All shelter and fort building must be approved in advance through the Student Life Office or Director of the Outdoor Program.

## Valuables

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

## Visitors on Campus

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

The following guidelines apply for non-family members.

Monday–Thursday .....	5:00 PM–8:00 PM
Friday .....	5:00 PM–10:00 PM
Saturday .....	10:00 AM–10:00 PM
Sunday .....	10:00 AM–8:00 PM

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

### **Guidelines:**

Visitors are required to check in with the 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.
- ◆ Students and visitors may also socialize in the Patrick Beaver Student Center, Dining Hall, and other visible areas on the main campus.
- ◆ Students should not socialize with girls in Wetmore Hall, Pingree Theatre, St. Joseph’s Chapel, or any other academic or administrative buildings, as well as on the campus trails, without the supervision of a parent or Christ School faculty member.
- ◆ Visitors must park in the student lot. Students should not socialize with visitors in cars or parking lots.

- ◆ After dark, students and visitors must stay within the boundaries of the main campus.

# 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. Drug violations will include the following: Possession, use, solicitation or distribution of alcohol, illegal drugs, drug paraphernalia or synthetic drugs (Wax, Vaping, K2, Spice), alcohol (Palcohol). Being on campus showing signs of alcohol or other drug use. 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 and Vaping Policy

Christ School’s position on the use of tobacco products in any form is contrary to the mission of the school. Therefore, we have deemed our community as a tobacco free campus and/or off-campus school sponsored activity trips. Below are the consequences to the use, or having paraphernalia in a student’s possession, in regards to our tobacco and vaping policy during a given school year.

### **First Offense**

- An immediate drug screen and subsequent random screenings for a period of time to be determined by the Student Life office.
- Meetings with our substance counselor for a period of time to be determined by the Student Life office.
- Three worklists to be served.

### **Second Offense**

- Final Probation for a period of time to be determined by the Student Life office. Meaning any major school rule violation during this time period could result in separation. Examples of major school rule violations include drug or alcohol use, having drug or alcohol paraphernalia, bullying, insubordination, honor code violation, inappropriate technology use or postings, etc.
- An immediate drug screen and subsequent random screenings for a period of time to be determined by the Student Life office.
- Continued meetings with our substance counselor for a period of time to be determined by the Student Life office.
- Five worklists to be served.
- Some type of weekend restrictions to be determined by the Student Life office.

### **Third Offense**

- Expected separation from school.

## Supplement Policy

Christ School educates its students on healthy nutrition, hydration and the proper use of diet supplements. We permit students to use natural forms of protein powder, vitamins, and fish oil, but we prohibit the use of creatine for all students under the age of 18. If a student under the age of 18 wants to use creatine on campus he must have written parental consent to the Student Life Office.

## 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.

## Bullying and Threatening Behavior

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

## Policy on Respect and Dignity

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

At the same time, we must also recognize the corrosive effect of racism, bigotry and hate. Therefore, Christ School rejects all forms of discriminatory behavior, however subtle, and is committed to promoting and demonstrating an inclusive atmosphere in its organization, curriculum and in the learning and working environment.

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

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

## Hazing

Hazing has become a major issue on both high school and university campuses across the country. Christ School will not tolerate hazing in any form. Hazing includes harassing a fellow student by banter, ridicule, or criticism. It also consists of subjecting a student to an uncomfortable,

unethical, or dangerous act under the guise of entrance into a team or club. Although Christ School recognizes rites of passage as part of a young man's journey into adulthood, hazing for the sake of initiation or for the intent of humiliating another student will not be condoned or tolerated. Hazing is considered a form of harassment and is considered a major school rule. Failure to comply will result in an appearance before the Judiciary Council with the likelihood of dismissal. Should any student feel that he or any other student is the subject of hazing, he should contact the Chaplain or the Student Life Office at once.

## Sexual Harassment

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

### **Definition:**

Sexual harassment is defined as unwelcomed behavior of a sexual nature, whether physical or verbal, which creates an environment that is unhealthy, uncomfortable, or interferes with the recipient's ability to function or learn. Sexual harassment can take place in any medium including, but 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 Student Life Office. The incident may be referred to the Judiciary Council for recommended consequences.

## School Jurisdiction

- ◆ Whenever on campus or on School sponsored trips;
- ◆ In the company of students under School jurisdiction;
- ◆ Anywhere in the presence of faculty members;
- ◆ Any time during the academic year when not on approved weekends or overnights;
- ◆ Whenever behavior away from School becomes notorious and compromises the School's reputation.

## Judiciary Council

The Judiciary Council primarily handles infractions of major school rules, but will meet on other issues as deemed appropriate by the School. The Judiciary Council is composed of Senior Prefects and Faculty Members, with the Student Life Office serving as Judiciary Chairperson.

Judiciary meetings are scheduled as necessary. The student involved must be given 24 hours notice prior to the convening of Council. In order for the Judiciary to meet, the following conditions must be met:

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

## 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.
- ◆ **Probation:** Students on Probation 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 Probation or separation from Christ School. Also, Probation limits a student on bicycle or

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

- ◆ **Final Probation** : Final Probation lasts the **equivalent of 1 academic year**. Students on Final Probation 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 Probation 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 Probation are not eligible to have cars at Christ School.
- ◆ If a **Senior is dismissed or forced to withdrawal**, then he may not participate, nor attend any of the Graduation Ceremonies. This includes Senior Celebration, Awards, Baccalaureate, and Commencement. After Graduation, the student may then choose to become a member of the graduating class and be eligible to be an active alumnus.

## Room, Car, and Other Searches

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

## Dismissal / Separation 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 Student Life 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 (Level 3), that particular student will serve a Suspension. During or after the serving of a Suspension, consequences for Level 1 infractions will be dealt with from the Student Life Office. Violation of a major school rule, in that same school year, after serving a Suspension, may result in dismissal.

Accumulation of 100 demerits may result in dismissal.

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

## 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 15 hours of community service. Merits may be used to earn privileges such as extra overnights, attendance at special concerts, etc.

Level	Consequence	Infraction (examples)	Demerits Earned
1	DEMERITS	Failure to sign-in at breakfast	1
		Failure to turn in car keys (day or boarding)	1
		Failure to be in dress code, or unshaven	2
		Failure to complete leave form on time	2
		Failure to get daily medication	2
		Absent Job	3
		Failure to sign back in from a leave	3
		Absent Assembly	4
		Absent Tuesday/Thursday Chapel	4
		Absent Worklist	4
		Absent College Meeting	4
2	DEMERITS & WORKLIST	Absent Wednesday Chapel	6
		Absent Sports/Activity	6
		Absent Class	6
3	SUSPENSION	Accumulation of 65 demerits.	
4	POSSIBILITY OF DISMISSAL	Accumulation of 100 demerits.	

**Infraction not listed earn demerits as determined by the Dean of Students office.**

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

# WHOM TO SEE ABOUT WHAT

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Academic Program .....	Mrs. Depelteau
Admission .....	Mr. Straughn
Advisor Program .....	Mr. Ramsey
Angelus (Yearbook) .....	Mrs. Wheeler
Announcements at Meals & Assemblies .....	Mr. Krieger/Mr. Miles
Athletics (General) .....	Mr. Thorp
Automobiles .....	Mr. Hyche
Billing .....	Mrs. Shelton
Books, Supplies and Post Office .....	Mrs. Elmer
Business and Finance .....	Mr. Phillips
Choir .....	Mr. McMurry
College Placement .....	Mr. Blackard
Computers .....	Electronic Office
Discipline .....	Mr. Miles/Mr. Hyche
Emergencies .....	Houseparent/AOD
Honor Council .....	Mr. Rankin
Illness .....	Wellness Center/Houseparent
Job Program .....	Mr. T. Harris
Learning Resources .....	Ms. Evans
Leaves/Permissions .....	Mr. Hyche
Maintenance and Repairs .....	Head of House/Mr. Elmer
Off-Campus Permission .....	Mr. Hyche
Personal Concerns/Counseling .....	Fr. Brown/Mr. Sandman
Residential Life .....	Mr. Ramsey
Roommates .....	Mr. Ramsey
Schedule/Course Change .....	Mrs. Depelteau/Ms. Bird
Student Allowance .....	Student Life Office
Testing (PSAT, SAT, etc.) .....	Mr. Blackard/Mrs. Sparacino

## Extra Curricular Activities

Chapel, Acolytes, Vestry .....	Fr. Brown
Community Service .....	Mr. Zager/Mrs. Mahoney
National Honor Society .....	Dr. Harris
Outdoor Program.....	Mr. Ramsey
Struan (Literary Magazine) .....	Mrs. Pulsifer
Student Activities.....	Mr. Zager
Theater.....	Mrs. Dillon

## Houseparents (\* = Head of House)

Cunningham House.....	Ms. Green*, Mr. Becker, Mr. Sonneland
Gardner House .....	Mr. Hiller*
Harris House .....	Mr. Duhaime*, Mr. Thornbury
Noland House .....	Mr. Dalton*, Mr. Tyburski
South Carolina House .....	Mr. T. Harris*, Mr. Brenneman, Mr. Perse
Young House .....	Mr. Flinders*, Dr. Harris

## On Campus

AOD Cell Phone .....	828-242-8114
Christ School Office .....	828-684-6232
Fax Machine numbers:	
Admission.....	828-209-0003
Bookstore .....	828-684-9503
Business Office.....	828-684-6275
Main Office .....	828-684-2745
Wellness Center .....	828-684-7219
Nurse's Cell Phone .....	828-242-7959

