Community Charter School

Parent/Student Handbook

2025-2026

Table of Contents

CCS Student Handbook

CCS Mission, Vision, Motto	
Letter from Administration	
School Calendar	
School Hours and Attendance	
Health	
Transportation	
Arrival & Dismissal	
Trailblazer Code of Conduct	
Uniform Policy	
Other School Policies(i.e. Birthdays, bookbags, cellphones, etc)	
Academics	
Grievance Policy	
Volunteer Policy	
School Board	

Mission, Vision, Motto

CCS Student Handbook

Mission
With a focus on traditional American values, Community Charter School engages students in inquiry-based learning to provide them with the skills necessary to ensure their educational, civic, and economic success in life.

Vision
We are a student driven school of academic excellence, molding life-long learners with principled character.

Motto
Trailblazers **E**ngage, **E**levate and **E**ncourage everyday! How do we do that? We **BLAZE** through the day!

B- Be your best self
L- Lead by example
A- Actively participate
Z- Zero tolerance
E- Engage in all activities, Elevate each other, Encourage self and others

Letter from Administration

Welcome to the 2025-2026 school year! This year our focus will be to Engage, Elevate, Encourage. You will hear your teachers talking about BLAZE and what that means for each student. As trailblazers we want to be stewards to each other and our community (Engage). We push for success (Elevate) and we create unity (Encourage) within our community of learners. We (Trailblazers) do this by being our best, leading by example, actively participating, have zero tolerance for non-core virtue behaviors, and encourage self and others (BLAZE). Isn't it exciting to truly be able to hear our traditional american values integrated with our mascot to support our continued saying of, "doing what is best and right for kids."

We look forward to spending the year blazing bright!

Dr. Montague	**Mrs. Kennedy**	**Mrs. Moore**	**Mr. Montgomery**
Executive Director	Head of School	Assistant Principal	Assistant Principal

School Calendar

CCS Student Handbook

The 2025-26 Calendar is also posted on Parentsquare and our website. [School Calendar on Parentsquare]()

School Hours and Attendance

CCS Student Handbook

Regular School Hours

Drop Off Begins	**7:15- 7:45**
Tardy if not in the classroom by	**7:45**

Dismissal Begins	2:50-3:30

Attendance

According to § 115C378 of the North Carolina Legislation, students are required to be in attendance at school everyday.

Per NC Law:
After 3 unexcused absences the parent will be notified via a letter generated in Infinite Campus.
After 6 unexcused absences parents will be warned that they are in violation of the state compulsory attendance law, via a letter generated in Infinite Campus and contact from administration.
After 10 unexcused absences additional legal action will be followed. The school will work with parents throughout the process to find ways to facilitate better attendance. *Please note*: A student is *automatically* withdrawn from the school and removed from Infinite Campus following the 10th consecutive unexcused absence. CCS administration will make good faith attempts to contact parents prior to any withdrawal date due to absences.
5 tardies and/or early dismissals is equivalent to one day absence.

A student must be marked present for at least half the school day to be recorded present for the day. **11:30** marks the half day. A student picked up before 11:30 will be marked absent for the day.
***High school ONLY** attendance will be taken each class period. Students with a final average of 90 or above and 5 or fewer absences, and students with a final average of 80 or above and 3 or fewer absences qualify for exam exemption. For clarification, it is the total number of absences *per class* that count toward exemption status; *excused and unexcused absences all count toward determining exemption status.*

Tardy Policy
Drop off ends at 7:45. After 7:45, parents will be required to walk their student into the main office to sign in as tardy. (Excused tardies are given for doctor's appointments where notes are provided and in the event of an extreme emergency.)

Early Dismissal
Any student leaving early, must be checked out of the office before **2:00**. *No check outs will occur after **2:00** to prepare for a safe dismissal.* Early Dismissals are recorded in Infinite Campus. Students will not be dismissed from the classroom. Parents must sign their child out at the front office and follow the directions of the front office staff.(Excused early dismissals are given for doctor's appointments where notes are provided and in the event of an extreme emergency.)

Anytime a student is absent, a note must be submitted from home.

Excused Absences

An absence is considered excused when a parent/guardian sends with a valid explanation of the absence up to ten absences a year. Beyond ten, an absence will only be excused **IF** a note is provided by a medical practitioner. There are only ten valid/lawful reasons for a student's absence: Illness or Injury, Quarantine, Death in the immediate family, Medical or Dental appointments, Court or Administrative Hearings, Religious Observance, Educational Opportunity, Local School Board Policy, absence related to Military Deployment. **Students with excused absences will have as many days as they were absent to complete makeup work.** For example, if a student were out for two days, they would have two days to make up for any missed work. **Students who have more than 10 absences exhibit a pattern of absenteeism. Students who have more than 20 absences risk the possibility of retention.**

Educational Opportunity/Planned Extended Absences

Parents are urged to plan family trips during breaks in the academic calendar so it does not interfere with the learning process. Missing school for a family vacation, although it can sometimes be educational, is strongly discouraged and considered **unexcused**. If an extended absence is unavoidable, the school should be notified, in writing, at least one week prior to the first day of absence. Make up work will be given to students based on what the teacher deems as most beneficial for the student. All Educational opportunities must be approved before the student's first day absent. NO Educational Opportunities or planned extended absences will be considered excused if a student has reached ten days absent. An Educational Opportunity is an opportunity which involves activities and/or events that provide significant educational value beyond the classroom. Educational opportunities include: 1. College visits 2. Educational Competitions 3. Field Trips (extended and provided by the school) 4. Career Exploration and Workshops 5. Performing Arts events or exhibitions which contribute to the educational development in the arts. An Educational Opportunity will only be approved ***when:*** *documentation of the event, a copy of the child's registration and acceptance to the program are submitted to the Principal at least ten days prior to the beginning of the program for processing time. The absence will only be marked excused when the student returns and documentation the child attended the event is provided.*

Illness

A student's attendance at school is of the utmost importance. However, students should not come to school if they are ill. Students should not be sent to school if they have a temperature of 100.4 or higher. If a student has a temperature on campus of 100.4, or becomes ill and it appears they would be best cared for at home, the parent will be contacted, for pickup. Students **must be fever-free, diarrhea-free, and vomit-free for at least 24 hours, without medication** before returning to school. **If your student is sent home with a fever, diarrhea, or vomiting the student must abide by the 24 hour rule.**

If your child has had any chronic illness (i.e. asthma, diabetes, heart conditions, or seizures) or has had a head injury within the past 12 months, please notify your child's teacher and the school nurse.

Parents, please refrain from calling the school to talk with your child regarding how they are feeling. If your child is not feeling well, the school will contact you.

FERPA-Family Educational Rights and Privacy Act (NC Gen. Stat. 115C-402)
This Right includes but is not limited to: academic work completed, standardized test scores, health data, reports of behavior and behavior patterns, family background information, attendance records, grades, counseling information.

Health

CCS Student Handbook

Medication
The administering or dispensing of any medication (including non-prescription medication) to students by employees of the school without specific written authorization by the physician and the student's parent is forbidden. If it is necessary for a student to take medication at school and a physician's form is not signed and on file, the parent may come to the front office to administer the medication personally. **At no time should medication be with a child** on school property, including in a backpack, lunchbox, etc.

Medication administered at school will be kept in the office and will be administered by office personnel. Students are not permitted to have medication (including non-prescription medication) in their possession. Parents should drop off and pick up medication in the front office with the school nurse. Please inform both the school nurse and your student's teacher of any medication procedures.

Pediculosis (Lice) and Eye Infections
Students may be checked periodically for head lice. Students will be sent home immediately if school personnel suspect lice in his/her hair. Children with head lice are to be kept out of school until treated and free of live lice. Before your child's return to the classroom, the school nurse will assist in rechecking him/her before allowing return to the classroom.

Any eye condition that appears to be infectious needs to be cleared by a doctor before the student can return to school.

Injury
Accident reports are completed and filed for accidents on campus. The procedures below are followed:

- CCS staff takes the student to the school nurse if the injury is minor

- CCS staff will notify the school nurse if the student is unable to be moved
- School Personnel will administer basic first aid
- The parent(s) will be called and the injury described. For minor injuries, the parent will make the decision about retrieving the student from school. Emergency contact persons will be called if a parent cannot be reached
- Emergency Services will be called for critical injuries that require the type of care school personnel cannot offer and the parent(s) or emergency contact will be notified.

Child Abuse
State law requires any person who has cause to suspect child abuse or neglect has a duty to report to the Department of Social Services. Anonymous reporting 1-855-449-8741.

Transportation

CCS Student Handbook

Parking
Parking is limited on campus, please adhere to the designated parking spots. Vehicles that are illegally parked will be subject to towing at the owner's expense. If you need to park at any time during our arrival and dismissal times, please notify our outside staff and we would be happy to help guide you to a parking spot. Due to limited parking we ask that you do not come and park in our holding area.

Car Rider
The safety of your children is our top priority. Please follow the directions of the school staff as you follow the traffic protocols. Drivers who choose not to follow staff direction and the arrival and dismissal procedures run the risk of losing the privilege to pick up and drop off on campus.

Cell phone use is strictly prohibited in the car rider line.

All parents, carpool drivers and vans (listed in Infinite Campus) will be issued a number placard. During drop off and pick up, drivers must have the placard/tag available. During pick up the placard should be placed in the driver's windshield to be entered into the system. This is what dismisses your student to the appropriate location for pick up. If emergencies occur and someone different will be picking up your child, they must show the placard and photo ID. Otherwise, they will be asked to park and walk to the front office to sign out your child.

Student Parking Procedure

Eligibility:

1. Students must possess a valid driver's license.

2. Students must have a vehicle registered with the school's parking office.
3. Students must display a valid parking permit on their vehicle at all times.

Registration:

1. Complete the parking permit application form available at the school office or online.
2. Submit a copy of your driver's license, vehicle registration, and proof of insurance.
3. Pay the required parking permit fee.
4. Collect your parking permit from the parking office once your application is approved.

Parking Rules:

1. Parking is allowed only in designated student parking areas.
2. Vehicles must be parked between the lines of a single parking space.
3. Parking permits must be visibly displayed on the rearview mirror or dashboard.
4. Parking is on a first-come, first-served basis; reserving spaces is not allowed.

Prohibited Actions:

1. Parking in staff, visitor, or handicapped spaces without proper authorization.
2. Parking in fire lanes, bus lanes, or any non-designated areas.
3. Double-parking or blocking other vehicles.
4. Reckless driving or speeding in the parking lot.

Violations:

1. Any violation of the parking rules may result in a warning, fine, or revocation of parking privileges.
2. Repeated violations may result in towing of the vehicle at the owner's expense.
3. Serious infractions may be referred to school administration for further disciplinary action.

Safety:

1. Lock your vehicle and do not leave valuables inside.
2. Report any suspicious activity or accidents to the school security immediately.
3. Adhere to all traffic laws and drive safely within the parking lot.

Bus

CCS's bus system is minimal. We run three buses and two routes. Any seat that opens up after the first two weeks, will be pulled from the waitlist. Parents will be notified through the administrative staff. A bus contract will be required for all students intending to ride the school bus during the academic year.

Student Walkers

If a student will be walking home daily, the parent must complete and return the Walker Permission Form to the front office. No students under grade 2 are permitted to walk off-property unless accompanied by an adult and/or with permission to walk with an older sibling. Walkers must be walking from further than the school campus. Cars are not to stop on main roads in front of the school or the car rider loops to “walk” their child to school.

Arrival and Dismissal

CCS Student Handbook
Arrival/Dismissal

* Both arrival and dismissal will enter from the lower entrance on Mariposa. **No cars will enter from the entrance near Stanley Environment and no cars will enter from Hwy. 27.**
* Arrival will be two lanes of traffic at the front and one lane at the back. Dismissal will be two lanes.
* Please do not arrive on campus **before** 7:00 am and 2:30 pm.
* Arrival begins at 7:15. Dismissal begins at 2:30..
*K-2nd grade and younger siblings will be dismissed from the front of the school. K-2 will exit to Mariposa Only
*6-11th grade and siblings will be dismissed from the front of the school. 6-11 will exit to Mariposa Only
* 3rd - 5th will be dismissed from the back of the school. 3-5 will exit to Hwy. 27 Only
Below are the times for dismissal
2:30 - 2:40 - Kindergarten - 2nd grade dismissal will take place in the front of the school
2:50 - 3rd - 5th grade dismissal will take place in the back of the school
2:45 - Buses are dismissed.
2:50 - 6th -11th grade dismissal will take place at the front of the school
*Siblings dismiss at the time of their OLDEST sibling's dismissal.

Trailblazer Code of Conduct

CCS Student Handbook

All members of Community Charter School are expected to abide by ten Core Virtues. These virtues, along with our daily Patriotic song, are taught on a monthly basis and are the cornerstone of all that it entails to be a Trailblazer. You can learn more about our Core Virtues at: https://www.corevirtues.net/.

Respect	Responsibility
Diligence	Gratitude & Stewardship
Generosity	Courage
Honesty & Justice	Compassion
Forgiveness	Hope & Wonder

Students are encouraged to always do the right thing and seek a staff member when a troublesome situation arises.

Trailblazer students **ENGAGE, ELEVATE, ENCOURAGE**. HOW? We **BLAZE** through our day.

B - Be your best
L - Lead by example
A - Actively Participate
Z- Zero Tolerance
E - Elevate each other

Click here to see a sample of our Blaze Expectations Compact

Code of Conduct Definitions

Bullying	A person who habitually seeks to harm (physically, emotionally, or verbally) those whom they perceive as vulnerable.
Cyberbullying	A person who habitually seeks to harm (emotionally or verbally) those whom they perceive as vulnerable in the digital world.
Zero Tolerance	NC State Law prohibits the use of drugs or tobacco on school campuses,the carrying or use of weapons on school campuses, and prohibits bullying or harassment.
Harrassment	NC State Law prohibits bullying or harassment.

Trailblazer Rights (Student, Parent)

All Trailblazers have the right to:

1. Engage in the learning process at all times
2. Elevate self and others to do the right thing and be heard when telling your side of the story.
3. Encourage self and others to know what the rules are and what the rules mean.

Trailblazer Responsibilities (Student, Parent, Teacher)

1. Respect self and others.
2. Be responsible by showing up to school on time, in uniform, and with all materials needed for the day.
3. Be diligent by trying your hardest in everything you do.
4. Look for opportunities to be a steward of your school, in your community and the world.
5. Show generosity by providing others with a helping hand.
6. Show courage by talking to an adult when you think something is wrong, you are getting hurt or others are getting hurt.
7. Be honest and use good judgment inside and outside of school.
8. Show compassion by empathizing with others before being judgemental.
9. Showing forgiveness by having the heart to let go of the hurt.
10. Wonder about things in the world and ask questions.

Prohibited Behaviors
Below is a list of rules students are expected to follow to stay safe and show respect for others. Violations will result in disciplinary consequences.

Discipline takes many forms, including ranging from informal correction, to a trip to the Head of School's office, to being suspended or expelled. Below are several categories of misconduct.

A. Engaging in disorderly conduct or encouraging others to do the same.
Examples:
1. Running or using inappropriate language in hallways.
2. Noisy behavior within the school building or during school activities.
3. Disrespectful or mean words or actions .
4. Harming oneself or others.
5. Disturbing traffic in the parking lot.
6. Using school computers in a harmful or destructive way.
7. Using the Internet to access inappropriate websites.
8. Bullying, teasing, or name-calling.

B. Refusing to obey authority.
Examples:
1. Not following the directions of teachers or any school administrators and staff.
2. Tardiness or skipping school without valid reason.
3. Leaving school or a school related trip without permission.
4. Lying.

C. Uncontrolled or disruptive conduct.
Examples:
1. Behaving inappropriately or using inappropriate language
2. Taking pictures in school or on school property unless supervised by a teacher or authorized school personnel for educational or official purposes.

D. Violence.
Examples:
1. Hitting, kicking, biting, punching or scratching another person.
2. Carrying anything that looks or functions like a weapon or saying you are going to use something that can be made to look or act like a weapon to hurt someone.
3. Saying you are going to hurt someone on school property.
4. Damaging or destroying someone else's personal property.
5. Damaging or destroying school property.

E. Endangering others.
Examples:
1. Stealing.
2. Defaming or offending others.
3. Disclosing another person's private information.
4. Mistreating others based on their skin color, ethnicity, race, religion or other Similar categories.

6. Harassment,
7. Having or sharing inappropriate materials on campus
8. Violating the school's Technology Acceptable Use Policy (AUP).
9. Using foul language, cursing or swearing.
10. Showing any private parts of the body.
11. Pulling the fire alarm or calling 911 without true cause or using the fire extinguisher.

F. Academic misconduct.

Some examples of academic misconduct are: Cheating, copying another student's work or copying an author's work (for example using the exact words of an author when doing a project). Helping others to do any of these things is also not allowed.

Discipline of Students With Disabilities

All students are expected to follow this Code of Conduct and each situation will be reviewed individually to determine the consequences.

Reporting Violations

All students are expected to tell a teacher, guidance counselor or the Head of School if any of these rules of the Code of Conduct are broken. All District staff who receive information about a student who has broken any of these rules will take action right away in a fair manner. The student will be punished accordingly.

School Bus Misconduct

The bus is just like the classroom when it comes to the rules of conduct. Students must listen to the bus driver and obey all the rules of the bus driver or any other staff member on the bus. Students are expected to behave appropriately while riding the bus. This includes keeping your bottom on the seat and keeping the aisles clear while also using an indoor voice, and keeping hands/body to yourself. A bus contract will be required for all students intending to ride the school bus during the academic year. To ensure the safety and smooth functioning of the year, we request that parents and students review and sign the "Bus Contract". The Bus Contract outlines important guidelines and expectations for all students who will be traveling on the bus. It covers aspects such as behavior expectations, safety protocols, and adherence to rules during the journey.

Disciplinary Procedures, Penalties and Referrals Discipline

We are excited to share with you our school's approach to handling behavior, aimed at fostering a positive and nurturing learning environment for all our students. Linked, is a flow-chart that outlines the process we follow when addressing behavior-related issues within our school. Behavior Response Flow Chart

Uniform Policy

CCS Student Handbook

CCS students are always expected to dress in approved uniform attire. Much effort is put into choosing uniform items that are comfortable, modest, durable and stylish.

School Vendor

FrenchToast CCS **School Store** online at FrenchToast.com using **School Code QS65BSL**.Only items on the CCS school page are acceptable.

Students are required to wear **logo embroidered** white tops/shirts with -navy bottoms for fall pictures,, programs, recognitions, celebrations and some activities/events. Order online at FrenchToast.com Order **at least 1 white polo with logo, and 1 navy bottom.** All items are also available at Norris Merchandise in Shelby, NC.

Outerwear items purchased at Norris Merchandise in Shelby, WITH our school logo, are acceptable for classroom wear.

Uniform items may be purchased from the "Uniform" section of Carter's, Children's Place, Old Navy, Target, and Walmart. CCS suggests that you carry items purchased from FrenchToast with you when shopping at local retailers in order to compare the quality, color, fabric, and style of items before you make a purchase. Purchase in-store items that are comparable to items offered by FrenchToast online.

No uniform item should have any of the following: Large patterned or colorful logos, rips, fringe, distressed materials or cargo pockets.

Permissible Shirts/Sweaters

All shirts/sweaters must be solid white, solid navy, or black and have a collar. Collar shirts must be worn underneath all sweaters and sweatshirts, with the collar pulled out. Other shirts must not be visible under the waist of the sweatshirt.

- Solid white, navy, black polo with no emblem other than the school logo
- Solid white, navy, black peter pan/blouse or oxford with no emblem other than the school logo
- Solid white, navy, black sweater or sweatshirt with NO HOOD, no emblem other than the school logo
- Solid white, navy, black microfleece with NO HOOD, no emblem other than the school logo

Permissible Shorts, Pants, Skirts, Scooters & Jumpers

Shorts, skorts, pleated skirts, jumpers and dresses may not be worn shorter than 3" above the knee.

- Light Khaki, navy, black shorts or skorts, or pleated skirts
- Light Khaki, navy, black pants (excluding jeggings, denim, canvas, spandex or nylon fabrics)
- Light Khaki, navy, black jumpers or polo dresses
- Navy, white, black shorts, leggings or tights may be worn under skirts, jumpers and dresses
- Dark Khaki or "camel color" is not permitted

Permissible Coats/Jackets

Coats and jackets should not have sleeves with stripes, or other markings or colors. No hooded clothing shall be worn indoors at any time.

- Inside the school: Solid white, navy, or black sweatshirts, microfleece, or sweaters, with no hood
- Outside the school: All colors and styles allowed, no inappropriate writing or graphics

Shoes

- Soft-soled, solid navy, white, or black. White, navy, or black accent/soles or logos with matching shoe laces or velcro, are acceptable. White logos and white soles are acceptable on navy and black shoes, but patterns or accent colors/strips are not allowed
- Tennis/athletic shoes are required due to safety for daily PE and recess (If not an athletic/tennis shoe, then a pair must be brought to school for PE and Recess).
- No other color is acceptable anywhere on the shoe, including stripes, the logo, laces, and soles..
- **Shoes must completely cover the foot, must always be securely tied and must fit properly.**
- Rain boots: acceptable on rainy days (soft soled due to safety for daily PE).
- Non-acceptable boots include: dress boots with heels or leather soles, cowboy or cowgirl boots, knee high boots, ankle boots, or work style boots.

Socks & Accessories

- Solid sock colors: navy, white, or black
- Belt colors: black, brown or navy
- Hair bows & accessories – navy, white, khaki or black. No other colors showing.
- All hair must be natural colors. (unnatural color examples: blue, green, orange, pink, purple, yellow, etc)
- Earrings in ears should be appropriate for daily p.e. No dangling earrings or large hoops.

Grades 6-11 PE dress code

- Students in grades 6-11 will be allowed to “Dress Out” for PE and Dance. Students may wear more athletic-type shorts and shirts that support the goals of physical education and dance. However, school guidelines regarding colors and length must be followed.

Coming prepared for school shows Trailblazer pride and exudes the expected core virtues. Consequences will be given to students who choose not to follow the uniform policy. Staff should not be expected to use instructional time to address dress code concerns. Therefore, repeated offenses will be addressed through the disciplinary process with administration.

Other School Policies

CCS Student Handbook

Birthday Celebrations
CCS protects all instructional time and believes in the importance of respecting all student food allergies that may be present in the classroom. Therefore, classroom birthday celebrations are not permitted. A store bought treat can be provided during lunch, at the discretion of the teacher. Party invitations will not be handed out at school. If sent to school, the teacher will send them back home with your child.

School Property
Students are expected to be responsible and respect all school property. Containers are provided throughout the building and grounds for proper disposal of waste. Marking or defacing school property is a serious violation of our Core Virtue expectations. Any student who damages or vandalizes school property, disregards the expectations pertaining to the upkeep of the campus, or disrespects school property will be required to make full restitution for damages. Chewing gum is not permitted on school property.

Book bags/Personal Items
All students, K-11 may bring a backpack on campus for educational purposes. All personal belongings should be reviewed through the eyes of our Core Virtues. No items should display patches, entertainment insignias, drawings, obscene words, gang signs or any other item which may be deemed disrespectful, disruptive, offensive, or negatively reflect on CCS. Failure to comply will result in consequences from the school.

Toys, Cards, Games, Fidgets, Radios, or Similar Items
Students are not allowed to bring toys, radios, cards, games, fidgets, or similar items to school. If a student is found with such an item, the following steps will be taken:

1. The item will be collected, and the parent will be notified that these items are not allowed at school.
2. If the student brings the item again, the parent will be contacted to come pick it up from school.
3. In case of a repeated occurrence, the item will be collected, and the matter will be discussed with Mrs. Moore and/or Mrs. Kennedy for intervention.

Cell Phones and Electronic Devices
No student shall use, display, transmit or have in the “on” position, on school property, any wireless communication or PDA device. Cell phones and all functions within the cell phone (i.e. cameras and all other apps) are prohibited in the following areas: classrooms, hallways, restrooms, buses, school offices, PE spaces, arrival and dismissal areas. Students must comply with staff directives regarding the cell phone policy.

Students using cell phones, PDA's or other functions on electronic devices, ON or OFF campus, in any manner that disrupts the educational environment, or violates the rights of others including, but not limited to, using the device in violation of our Core Virtues, violating school conduct rules, harassing or bullying staff or students, photographing or video recording or using their device for unlawful purposes will be subject to disciplinary action which may include suspension and/or expulsion and may, if applicable be reported to local law enforcement.

Field Trips
Teachers may plan a field trip to aid in student learning throughout the year. Parents may be asked to chaperone. Chaperones must follow the volunteer procedures (be over 21 years of age and have a background check on file with the school).

Parent permission must be given for students to participate in field trips. Teachers will provide permission slips and information regarding field trips 4 weeks prior to the field trip. Money and permission slips will be turned in according to the teacher's directions.

Students are required to ride on the school bus if they are participating in the field trip. Parents attending the field trip may sign their own child(ren) out from the site of the field trip at the end of the scheduled trip. Parents cannot sign out other children unless the teacher has prior written permission from the legal guardian at least one day prior to the field trip.

Lunch
My Hot LunchBox is utilized to cater lunches for families who choose to utilize it. We do not offer a lunch program on site. Parents are not able to participate in eating lunch on campus.

No outside food from fast food restaurants may be brought in for students during the school day. We understand that sometimes lunch may be forgotten. Lunch may be dropped off at the front office and will be delivered at a time that is least disruptive to the learning environment. We encourage the development of healthy eating habits. ***The following are not acceptable for school lunches: soda, candy, gums. We encourage the following to not be included: cookies, sugary foods, and foods heavy in red dye***.

Students do not have access to microwaves on campus.

Withdrawal Procedures
If, at any time, a student needs to be withdrawn from the school, parent/guardian(s) must complete a withdrawal form in the front office. All school property must be returned to the school before the student(s) last day.

Academics

CCS Student Handbook

Parents will have access to student grades in Infinite Campus. Teachers will update Infinite Campus weekly. If you have trouble accessing your Infinite Campus account, please contact the front office.

Grading Scale

Teachers will have approximately three assignments per category per content area.

Grade Scale	Grading Categories	Category Weight
90-100% A	**Daily Assignments:** Examples- Morning work, whole class work	**30%**
80-89% B	**Formal:** End of Unit Tests/In Class Projects	**40%**
70-79% C	**Informal:** Assignments and quizzes Examples- Exit tickets, independent assignments	**30%**
60-69% D		
0-59% F		

Ninth-Twelfth Grades

Final Course Grades

***For Students that are **NOT** Exempt From the Final Exam			***For Students that **ARE** Exempt From the Final Exam	
Grade Category	Percentage of the Overall Final Grade		Grade Category	Percentage of the Overall Final Grade
1st Grading Period	40%		1st Grading Period	50%
2nd Grading Period	40%		2nd Grading Period	50%
Final Exam	20%			

Report Cards
Report cards are sent home quarterly.

Testing
Community Charter School participates in North Carolina's testing requirements. All students grades 3-11 will take the required EOG's/EOC's. All students, K-11, will participate in STAR diagnostic testing three times a year to show their learning progress throughout the year.

Students entering kindergarten will be screened using the Brigance Assessment and may be screened for vision when needed.

Parent Teacher Conferences
All parents will meet with their child's teacher at least twice during the school year. Effective communication is important to us. We encourage parents and staff to request conferences at any point during the year if needed. Teachers communicate with parents through the use of Parentsquare, email and phone. **If at any time you need to communicate with a teacher, we have a 24 hour return policy.** Any communication will be returned within 24 hours of receiving it. *Teachers are not required to answer emails, Parentsquare messages or phone calls between 3:30 pm-7:00 am or on the weekends.*

Home Learning
Although we are a no homework school, home learning can help develop student habits early in a child's academic life. The most important home learning a student can do is build their stamina in reading. The following guideline is meant to help parents understand how long a student should be able to sit, read and maintain comprehension of a text. Teachers may collect reading logs as a way to aid in developing this habit.

K	10 minutes		**5**	35 minutes
1	15 minutes		**6**	40 minutes
2	20 minutes		**7**	40 minutes
3	30 minutes		**8**	50 minutes
4	30 minutes			

Retention

Meetings and Signatures
We'll hold two meetings each year (October and January) to discuss potential student retention. Both teachers and parents must attend these in-person meetings and sign a form indicating their awareness of the retention consideration.

Data and Records:
We'll maintain a record folder in the Head of School's office to track student's progress and

areas of concern throughout the year.

MTSS Involvement:
Before the initial parent conference, we'll involve the Multi-Tiered System of Supports (MTSS) committee. They'll assess the student's data, work samples and interventions to make informed decisions.

Flexible Timing:
Even if retention isn't discussed in October, we'll prepare an initial conference and letter as soon as retention becomes a consideration.

Collaborative Approach:
These procedures ensure a fair and transparent process. Teachers, parents and the MTSS committee collaborate to make the best decision for the student. The Head of School makes the final decision. If retention is chosen, details for the next school year will be determined. An official notice of retention will be provided by the last day of the school year, and parents must sign an acknowledgement receipt.

Retention in Grades Nine-Twelve
Minimum 22 hours credit for students who will enter college, the workplace, or military, The Charter has the option to add additional credit hours.

Grievance Policy (Parents/Students)

CCS Student Handbook

Purpose and Procedure
The purpose of this policy's guidelines and directions is for the resolution of grievances. In this regard, the objective is to perpetuate a climate of collegiality, mutual trust and respect by resolving differences in a timely, objective and equitable manner. If an informal resolution to any grievance does not resolve, the student or guardian may file a formal grievance. The grievance must be filed in writing, within 10 days of the circumstances and include: (1) the name of the individual whose decision or action instigated a grievance; (2) the specific decision(s) or action(s); (3) any board policy, state or federal law, regulation or procedure believed to be misapplied, misinterpreted, or violated; (4) the specific resolution desired.

Procedure
The School Board is ultimately responsible for ensuring the process for resolution of grievances is followed. Individuals with grievances should proceed through the grievance process beginning with step 1, unless approved by the Executive Director. All levels of grievance resolution shall be in writing.

> **Step 1:**
> Step 1 begins with a conversation between both parties. If the grievance is not resolved, the aggrieved party has 21 days to submit, in writing to the Executive Director, a formal

grievance. If the grievance is with the Executive Director, the formal grievance should be submitted to the School Board's Grievance Committee.

Step 2:
Upon receipt of the written grievance, the Executive Director will facilitate a meeting between the involved parties within 10 days and may propose solutions. If the aggrieved party is not satisfied with the resolution, the aggrieved party may submit a written formal appeal, within 5 days, to the School Board's Grievance Committee.
If the grievance is with the Executive Director, a representative(s) from the Grievance Committee will facilitate the meeting. Any decision rendered by the Board will be final.

Step 3:
Written formal appeals directed to the School Board will be given to the Grievance Committee to resolve. The Grievance Committee will review the written documentation and the decisions of the Executive Director. The aggrieved party will be allowed to make a brief statement. The Grievance Committee will make a recommendation to the School Board for approval. The School Board will then issue a final written decision within 30 calendar days of receipt of the formal written grievance to the Grievance Committee.

Volunteer Policy

CCS Student Handbook

Overview
We value the support a volunteer can make to the school community. The best way you can volunteer is to reach out to our PAC representatives or our Athletic representatives. If the opportunity arises to volunteer in a classroom, teachers may reach out to you.

Any parent who wishes to volunteer must have a background check on file in the main office. Background checks are $13 and paid by the volunteer.

Volunteer Dress Code
Community Charter School is a uniform school for students. Therefore we expect our teachers and volunteers to dress business casual to support the value clothing plays in the learning space. A professional appearance is important anytime that you meet parents and visitors. Substitute teachers should be well groomed and dressed appropriately for school business and for their position. CCS's appropriate attire is **Professional - Business/Casual**.

Ladies: the following items are considered **appropriate** working attire for CCS:

- Dresses or skirts no more than 3" above the knee
- Dress/casual blouses or shirts (no low-cut tops)
- Blazers, sweaters or jackets
- Slacks or pants (full length dress or business casual)
- Leggings – only if worn with long tunic (at least mid thigh) or dress not more than 3" above the knee
- Shoes are required and should allow you to move about the classroom/building with ease. They should also not be a hindrance in emergency situations where running, walking, climbing stairs or moving across uneven terrain could be considered a safety hazard.
- Volunteers should exercise discretion and ensure that tattoos are appropriate for an academic or professional environment.

Ladies: the following items are considered **inappropriate** working attire for CCS:

- Spaghetti-strapped or strapless shirts or dresses
- Tank tops or shirts that expose a significant portion of the chest, shoulders, or midriff, and any clothing that is excessively revealing
- Short skirts or dresses (more than 3" above knee)
- T-shirts of any kind (unless approved by administration for special occasions, only)
- Jeans or denim pants (of any color)
- Pants that are excessively tight and reveal the contours or details of one's anatomy in a way that is deemed inappropriate or indecent
- Flip flops or thong sandals that do not include a heel strap

- Tattoos should be covered if they are considered offensive, explicit or provocative.

Men: the following items are considered **appropriate** working attire for CCS:

- Dress shirts (with or without tie)
- Knit collared shirts
- Slacks or pants (full length dress or business casual)
- Blazers, sweaters or jackets
- Volunteers should exercise discretion and ensure that tattoos are appropriate for an academic or professional environment.

Men: the following items are considered **inappropriate** working attire for CCS:

- Tank tops or shirts that expose a significant portion of the chest, shoulders, or midriff, and any clothing that is excessively revealing
- T-shirts of any kind (unless approved by admin for special occasions
- Pants that are excessively tight and reveal the contours or details of one's anatomy in a way that is deemed inappropriate or indecent
- Jeans or Denim Pants (of any color)
- Shorts (of any style) – except for PE teachers (must be no shorter than 3' above the knee)
- Flip flops or thong sandals that do not include a heel strap
- Tattoos should be covered if they are considered offensive, explicit or provocative.

Trailblazer School Board

Eddie McGinnis (Chairman)	emcginnis@cpcsnc.org
Sheila Clippard (Grievance Committee)	sclippard@cpcsnc.org
Donnie Everhart (Governance Committee)	deverhart@cpcsnc.org
David Hoyle (Facilities Committee)	dhoyle@cpcsnc.org
Kim Eagle (Finance Committee)	keagle@cpcsnc.org