The Cavalier Code
(Common Abbreviations, Important Terms, Organizations, Traditions & Events, and Campus Facilities & Entrances)
Common Abbreviations

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Communication

The Cavalier Wire
This is a weekly summary email to current parents highlighting announcements and important events coming up during the ensuing week. You will receive this email every Wednesday.

Online Cavalier Community (OCC)
When you login to the OCC from the CCES website, you will find information regarding contracts, school directories, forms, school announcements, various customizable calendars, volunteer opportunities, lunch menus, Middle and Upper School schedules, billing information, and report cards. The Resource Boards are valuable reference points for information and helpful links. FACTS (Tuition Management), Schoology, and NetClassroom (billing) links, as well as many others, are all found here. Please log into the OCC often!

Schoology
This is a cloud-based, digital workflow platform that provides teachers the ability to communicate with parents (LS, MS, US) and students (MS/US only). Grades, assignments, and announcements can be found on Schoology for MS and US students. General class announcements can be found on Schoology for LS students. All summer work can be found under “Groups”. Please note that general calendar information is not listed on Schoology – it is listed in the OCC.
Important Terms

Advanced Placement (AP), International Baccalaureate (IB), and Honors Courses (US)
All CCES courses are considered college preparatory. In addition, Advanced Placement and International Baccalaureate courses are college level courses during high school, and students can earn college credit through exams in May. Honors courses cover the same material as college preparatory ones, but often in more depth and therefore at a faster pace. Students must meet certain criteria established by the various academic departments to enroll in these classes. All students taking an AP or IB course are required to take the respective exam in the spring. Additional information can be found in the US Curriculum Guide.

The Cavalier Fund (Annual Giving)
CCES is a nonprofit organization. Like other nonprofits, we conduct an annual fundraising campaign to help complete our operating budget each year - The Cavalier Fund. Tuition alone does not cover the true cost of educating our students. The Cavalier Fund and other sources of revenue are necessary to provide for all of the people, programs, and facilities that comprise the full CCES experience for our students. Gifts to The Cavalier Fund are tax-deductible and unrestricted, meaning that they are applied to all areas of the school - Academics, Arts, Athletics, Service, and Spiritual programs.

Black Out, White Out, Jersey Out, etc.
These are sports terms used for select home games. This is a request that all fans attending the game wear all black, blue, white, or various themed clothing.

Chapel Dress
Chapel takes place each week on Wednesdays. LS students wear uniforms on Chapel days. MS students must wear a button down shirt on Chapel days – 7th and 8th grade boys must also wear a school approved tie. No shorts are allowed on Chapel days and shirts must be tucked in. US boys must wear a button down shirt and a tie. US girls are to wear dresses, dress slacks, or skirts, with a blouse. No T-Shirts, jeans, or flip-flops are allowed on Chapel days. Please see Handbook for more information.

Friday Dress
T-Shirts that display the CCES logo or wording may be worn on Fridays. LS students must wear appropriate uniform bottoms. MS students may wear jeans or appropriate uniform bottoms. US students must follow other dress code guidelines while wearing their CCES T-shirts.

International Baccalaureate Program (LS, US)
CCES is an IB World School. The LS is part of the IB/Primary Years Program (PYP). The IB Diploma Program is offered on a voluntary basis to US students in the 11th and 12th grade years. Approximately 25% of each class elects to participate. Students take six IB courses in major subject areas, three at Standard Level and three at Higher Level. Other course requirements include the Extended Essay, a Theory of Knowledge course, and a “Creativity, Activity, Service” extra-curricular activity. Please see the CCES website for more information about the IB PYP and Diploma Program.
Senior Privileges (US)
Privileges apply to seniors only. Seniors have “seniors only” space on the 3rd level of the US. Seniors are also allowed to come in late or leave early when their “free period” is the first or last class of the day.

Organizations

Alumni Association
Representing all CCES alumni, the Alumni Association holds many events throughout the year to connect alumni of all classes. They also have two annual fundraising events, The Cavalier Sporting Clay Tournament in the fall and The Cavalier Classic Golf Tournament in the spring.

Arts Guild
This parent organization meets monthly to offer assistance and additional financial support for the arts at CCES. Members of the committee assist with events such as musical and dramatic performances, the arts and crafts fair, Chrismon services, and choral activities. Donors to the Arts Guild are entitled to a certain number of free tickets based on their membership level.

Booster Club
This parent organization offers volunteer staffing and additional financial support for CCES athletic programs. Among other activities, this support includes selling tickets, publishing a program, sponsoring the Back to School Celebration, and operating the concession stand at various home games. Membership in the Booster Club at a certain level allows free admission to all home athletic events.

Cavalier Classics
A group of parents of alumni that wish to stay connected to the school. They pay yearly dues and attend the annual Spring Cocktail Party.

Community Matters
Community Matters serves as a forum within each of the three Schools to foster ongoing dialogue among parents, faculty, and students for the purpose of contributing to a strong sense of community.

Moms in Prayer
This group of mothers meets weekly, when school is in session, to pray for the administration, faculty, students, and activities of the school. The group is not officially affiliated with the school but does meet on the CCES campus.

Parent Ambassadors (PA)
Parents volunteer to serve as ambassadors of our school. They assist with Open House events, welcome new families to our school community, and help spread the word about CCES. New families should expect to hear from a PA over the summer or within the first few weeks of starting school.
Parents Organization
Designed to facilitate communication between parents and the school, this volunteer group works to promote awareness of and support for the activities of the school, to serve as a forum for parents to become involved in school events, and to encourage and utilize the talents and skills of CCES parents. The Parents Organization consists of three separate panels, representing each of the three Schools. Parent Panel meetings are open to interested parents and minutes are forwarded to all parents following the monthly meetings.

Student Ambassadors (SA)
Students are selected to serve as ambassadors for our school. US students help with Open House events. LS, MS, and US students welcome new students to our school community. New MS and US students should expect to hear from an SA over the summer or within the first few weeks of starting school.

Sunshine Committee
Each School has its own Sunshine Committee. Parents that volunteer to be a part of this committee help bring “sunshine” to the teachers throughout the year. Parents organize events such as the Teacher Appreciation Luncheon and provide goodies throughout the year to encourage and support our teachers.

United World Committee (UWC)
This committee provides international awareness among all students and families and helps integrate international students and their families into the CCES community. It is made up of domestic and international families.

Traditions & Events

Please note that dates and times for all Events can be found on the OCC calendar.

“A Cavalier Evening” Gala (every other year in the spring)
Every other year, CCES parent volunteers organize this premier social event for the entire school community. This is the largest fundraising event for CCES and is certainly the most fun!

Alumni Legacy Breakfast
Every year during Homecoming Week, this breakfast brings together CCES alumni who have children attending the school to combine their school spirit and celebrate being at CCES together.

Big Jump Day (May, LS)
Typically held the last day of school, LS students have the opportunity to experience the grade level they will enter the following year by “jumping up” for part of the school day. This is
followed by a field day on the football field with games and activities to celebrate the end of the school year. Our LS P. E. teachers and parent volunteers organize and coordinate this field day event. If you would like to attend this event, please volunteer by contacting the parent coordinator listed in the OCC.

**Birthday Blessing (LS)**
During Monday chapel, a special prayer is given for children celebrating birthdays. Each child is recognized individually. Summer birthdays are celebrated throughout the year. Parents are notified of the date of their child’s service and are welcome to attend this and all other chapel services.

**Blessing of the Animals (October)**
Children may have their parents bring their pets to be blessed in recognition of St. Francis of Assisi. Parents must remain with their pets at all times while on campus.

**Book Fair (Fall and Spring, LS | Spring, MS)**
Children have the opportunity to purchase books from Barnes and Noble at this on-campus event. All proceeds go to the CCES LS and MS Libraries. Parents are welcome to attend with their children.

**Cavalier Closet (Fall and Spring, LS/MS)**
This is a “swap shop” for school uniforms organized by LS and MS parents. Parents can bring in uniform items their children have outgrown and swap for other uniform items for an equal trade. Items can also be purchased; all for $5.

**The Cavalier Fund Kick Off Party (August)**
Before the start of school, every contributor to The Cavalier Fund is invited to a party (typically at a downtown venue) to celebrate the previous school year’s Cavalier Fund and launch the campaign for the new school year. It’s a casual, fun evening to reconnect with families after the summer.

**Closing Services (May)**
These services are held at the end of the school year to celebrate the school year coming to a close. Parents are welcome to attend. Services are held in the Chapel of the Good Shepherd.

**Commencement (June)**
This CCES graduation event, an invitation-only event with assigned family seating, is held on our campus.

**Convocation (First Day of School)**
This “welcome” assembly for the entire school represents the closing of summer and a new beginning for the upcoming school year. It is held in the McCall Field House. All P-12 students attend. Parents are welcome.
Fall Tailgating Event | Grades 7 and 8 (September)
This event is casual and is supervised by faculty and administration. The event is held prior to one of our homecoming football games and includes food, games, and a DJ. The event takes place at the MS.

Father/ Daughter Dance (Spring, LS/MS)
Girls in Primer-6th grade enjoy a special evening with their dads. Guests enjoy dinner, dancing, a photographer, a DJ, and lots of fun!

Fifth Grade Parent Brunch (August, MS)
This brunch for 5th grade parents is generally held the week before school begins in the MS cafeteria. Parents of 5th graders are invited to have brunch with MS administration and 5th grade teachers. The format is informal and includes time for Q&A.

Fourth Grade Exhibition (Spring, LS)
The culminating project for the IB/ PYP program in the LS is the 4th grade exhibition. The 4th graders present a student-led, teacher-facilitated group project showcasing their understanding of the IB/ PYP program. Parents are encouraged to attend.

Grade Level Parent Meetings (Ongoing)
Parents will receive information with the date, time, and location of the grade level parent meetings. These are casual get-togethers which provide parents with the opportunity to meet each other, school administrators, and discuss timely LS, MS, and US topics.

Grandparents and Family Celebration Day (October, MS/US)
CCES welcomes MS and US grandparents or special family members each fall. They are invited to school for a special chapel service, brunch, and a visit with their grandchildren.

Headmaster’s Club Party (November)
As part of The Cavalier Fund, contributors that give at the Headmaster’s Club level ($1,500 and above) are invited to this cocktail party at the private home of one of our Headmaster’s Club members.

Homecoming (September)
Held during football season, Homecoming involves events for alumni and students. Students select a Homecoming Court which is presented on the day of the game, ceremonies to induct alumni into the CCES Sports Hall of Fame are held prior to the game, and a Homecoming Queen is announced at halftime.

Homegoing (February, US)
Held during basketball season, Homegoing is based on a “Sadie Hawkins” theme. While every Homegoing is different, some traditions such as class competitions, a Homegoing Dance, skits by the Homegoing Court, and the crowning of a “Homegoing King” during halftime of the Girls’ Varsity Basketball game are always part of the fun.
International Chapel & Food Festival (early February)
A regular Wednesday chapel is conducted in all of the languages taught (and some others spoken by students) at CCES. The Food Festival is a festive potluck gathering that celebrates all of the cultures represented at CCES.

Journey to the Cross | Grade 4 (Easter time, LS)
4th grade students collaborate to present a re-enactment of the last week of Jesus’ life. Everyone (students and parents) is invited to join them as they journey to the cross. All students are encouraged to wear “Jerusalem” attire such as robes. The “journey” takes place in various places on campus.

Junior/Senior Prom | Grades 11 and 12 (April, US)
This annual, formal dance is held off campus, sponsored by the Junior Class, and attended by CCES juniors and seniors and their dates. The Junior Class Parents Panel Representatives and elected students in the 11th grade organize the event. The Junior Class raises money to reduce ticket costs (usually $60-90 per person) for the event through various fundraisers. Faculty and staff supervise the dance.

Lessons and Carols (December)
This service is held in the chapel during December to celebrate the season of Advent in preparation for the coming of Jesus Christ on Christmas Day. It also includes the presentation of Chrismon Ornaments as a visible reminder of Christian symbols that hang on Christmas trees in each School.

New Parent Orientation (August)
This event is designed for all new parents making the transition to CCES. Two identical nights are offered in August before school starts. Parents have the opportunity to meet administrators in all Schools and hear about various volunteer opportunities. All new families are encouraged to attend.

Mystery Trip | Grade 9 (August, US)
A tradition for incoming freshmen, the US experience begins by taking a “mystery” trip to a destination not revealed to the parents or the students. The trip is a wonderful experience for all and allows the class to bond as a group. A meeting for parents of 9th graders will be held before the first day of school to share basic information about the trip.

New Parent Social
At the invitation of the CCES Board of Trustees and Dr. Kupersmith, this gathering allows new parents to get together in a casual setting (without kids!) in order to get to know each other and the school’s volunteer leaders. During the evening, new parents also get a behind-the-scenes look at how CCES operates as a Primer-12th independent school in Greenville.

Parents Night (August/September)
This evening event gives parents an overview of what to expect for the current school year in each School. You will learn about curriculum, expectations, parent volunteer opportunities, and
field trips. You will also have the opportunity to talk with your child’s teacher(s) and School directors.

**Preview Nights | Grades 5 and 9 (MS/US)**

These nights are designed for parents of current 4th and 8th graders as they anticipate the transition to a new School division. Parents learn about the academic, co-curricular, and support programs and meet teachers and administrators.

**Primer/Senior Parade (October, LS/US)**

During Halloween, our primers and seniors dress in costumes and parade through the campus as a group. All students are allowed to wear costumes with guidelines provided ahead of time. All 1st - 11th graders line up to see primers and seniors in their costumes. Parents are asked not to “parade” with their primers; although, they are welcome to come take pictures beforehand.

**Recognition Services | Grades 4, 8, 12 (LS/MS/US)**

Students are recognized, in various ways, during special services as they leave their current Schools. These events are typically held in the chapel. Parents are encouraged to attend these services.

**Road to Bethlehem (December, LS)**

Students dress as people of Bethlehem and make gifts for friends in the community, remembering Jesus’ birth by taking care of others. Parents help coordinate this event with Mrs. Valerie. If you would like to attend, please volunteer.

**Safe Guarding God’s Children/People (Monthly, All Parents)**

Safeguarding God's Children/People is a 3-hour training for parents who volunteer to work with children. This training is required by the National Episcopal Church, our Diocese, and our school. It has also been known as Safe Schools/Safe Church Training. The purpose is to help our community ensure that all children are safe while in our care and know how to respond to situations. The certificate is valid for 5 years before it must be renewed following that date. Parents who work with children at CCES will also be required to complete a Background Check.

**Senior Clap-Out (May, US)**

A favorite CCES tradition, seniors travel throughout the campus between clapping lines of current students, faculty, staff, and administrators. This is the first of many events for our seniors as they celebrate their CCES accomplishments and upcoming graduation. Only parents of seniors attend this event.

**Senior Thesis/Project | Grade 12 (US)**

In twelfth grade, students complete an in-depth research paper that centers on a topic chosen by the student in coordination with a teacher-mentor. For IB students, a similar undertaking is completed and is called the Extended Essay. Both of these projects culminate with the student giving an in-depth presentation to a group of peers, teachers, and parents.
Sophomore Project | Grade 10 (February, US)
In tenth grade, students complete a sophomore project that combines research and experiential work on a topic aligned with the study of World Literature. Students give a brief presentation on their project to an invited audience of teachers, peers, and families.

Special Friends Day (May, LS)
Each LS student may invite a special adult in his or her life to spend the morning at school in the spring. This person may be a grandparent, neighbor, parent, friend, or coach. This is a great opportunity for the children to share their school, friends, artwork, music, and teachers with their special friend. Special friends attend a chapel service, visit with their student, attend the art show, and watch a presentation.

Spirit Week (October or February, US)
Held during October or February in conjunction with St. Joseph’s to coincide with Homecoming or Homegoing, Spirit Week is sponsored by the US Student Council. While every Spirit Week is different, some activities include a Color Run from school to school, an afternoon of service, lunchtime festivities, and a tailgating event before the football game.

Spring Fling | Grade 8 (May, MS)
This evening event is supervised by parents, faculty, and administration. The cost is typically $20 and includes dinner and a DJ, this is not a formal event. The theme is selected by the students.

Sports Hall of Fame
The highest athletic award given to an alumni athlete, coach or special contributor. A special induction dinner is held every year in the fall on the night of Homecoming.

Student Orientation (August)
Students attend orientation the week before school starts. More specific information can be found in the OCC.

Switch Day | Grades 4 and 5 (May, LS/MS)
4th grade students spend an afternoon with the 5th grade teachers for a glimpse of what to expect the following year. The 5th graders return to the LS to reminisce with their 4th grade teachers.

Yearbooks (Hellenian)
Each child will receive a yearbook at the end of the school year. Each School incorporates a special signing time with students and teachers.

Young Artist Series
Opportunity for Upper School students to showcase their artistic talent in the Hartness Performing Arts Center
Cavalier Campus Facilities & Entrances

Achievement Center (AC)
Located in the undercroft of the chapel, the AC serves all CCES children P-12 that need enrichment or support services beyond the general curriculum. Summer Enrichment and MS/US ESOL classes are also held here.

Business/Development/Athletic Offices
These offices are located on the side of the gymnasium closest to the athletic fields. The Business Office houses student billing. The Development Offices has Alumni, Cavalier Fund, Cavalier Evening, publications, and all philanthropy components. The Director and Assistant Director of Athletics are located in this building.

Carson Stadium
Carson Stadium, named in honor of CCES Rector Tom Carson, is home to our football, soccer, and track.

Cavalier Training Center (CTC)
Located next to the football stadium, the CTC houses a weight training facility, locker rooms, and a film/presentation room.

Central Campus Entrance
All traffic must use this entrance located on Cavalier Drive between the hours of 8:30 am and 2:30 pm. To pass through this entrance, you must have your seal sticker displayed on your front, left windshield. If you do not have a seal sticker, one can be obtained at one of our campus Bookstores. All other visitors are signed in and receive a name tag.

Chapel of the Good Shepherd
Located in the center of the campus, the chapel is used by the entire CCES community. Chapel services are held here every Monday, Wednesday, and Friday. Additional information, such as dates and times, can be found in the calendar section in the OCC.

Cochran Dining Room
Named for CCES’s first employee and first grade teacher, Jean Cochran, this room is a favorite spot for meetings. Located in the Middle School, it is on the top floor and is between the Middle School and Lower School cafeterias.

Hartness Performing Arts Center
Adjacent to the Lower School and Headmaster’s Office, our newest building, the Hartness Performing Arts Center contains the state-of-the-art Rooke Theater for performances and other school-related events, a Lower School Music classroom, two orchestral rooms for MS and US band and orchestra programs, as well as five practice rooms, a drum pad, a shop for set construction, and basement storage for production materials.
Linda Reeves Field
The Lacrosse and Field Hockey Field that is located at the back of the US parking lot is named for the beloved field hockey and physical education instructor Linda Reeves.

Lower School (LS)
Grades P-4 are housed in the LS along with the Summer Encounters and Admission Offices.

Main Gate
This is the entrance to the football field from the school parking lot next to McCall Field House.

Maintenance and Security
These offices are located under the left side of the LS building, just past the LS playgrounds. Security is on duty on our campus 24 hours a day, 7 days a week.

McCall Field House
Named for one of our school’s founding fathers, Arthur McCall, this is the gymnasium where school-wide indoor events are held. This is also where MS and US students have PE classes. Basketball games, and volleyball and wrestling matches are held here.

Middle School (MS)
Grades 5-8 are housed in the MS along with the Marketing and Technology departments.

Private Dining Room
Located in the Upper School.

Provence Conference Room
Located in the Upper School office suite.

Robertson-Navarro Baseball Pavilion
This pavilion is located in front of the baseball field. Concessions and bathrooms are available.

Training Center Gate
This is the gated entrance from Cavalier Drive to the athletic fields.

Upper School (US)
Grades 9-12 are housed in the US along with College Counseling, Service and Experiential Learning, and the Registrar.

Upper School Presentation Room
Located on the first floor of the Upper School