

**Carolina Christian Academy (CCA)
Student Handbook**



INTRODUCTION AND GREETINGS

A WORD FROM THE ADMINISTRATOR

Welcome to CCA! You have made the decision to be a part of a loving school family. We respect our students and their families and expect the same in return. We speak with honesty and love and will always welcome the same. We know students, but you know your child, so we will work together to provide the best experience possible. The conviction in operating a private Christian school is to obey the Scriptural imperative of Deuteronomy 6:5-7a and Proverbs 22:6. “And thou shalt love the Lord thy God with all thine heart, and with all thy soul, and with all thy might. And these words, which I command thee this day, shall be in thy heart: *And thou shalt teach them diligently unto thy children.* Train up a child in *the way he should go.*” Teaching is training. Training for life must include training for eternity. The Christian school is an extension of the Christian home in training children and young people for time and eternity in a Christian environment. The school faculty and staff work closely with parents and guardians to train and care for the whole child.

Attendance at CCA is a privilege. The goals of this institution are not to reform but to train students from Christian homes in the highest principles of Christian leadership, self-discipline, individual responsibility, personal integrity, and good citizenship. CCA stands without apology for the ageless gospel of Jesus Christ and the highest standards of morality and Christian behavior.

We request that all our students be in church with their families weekly. This has proven to be a stabilizing influence on our school families. We do not teach a specific dogma or tenet at school, so it is the families’ responsibility to provide that part of the student’s training. We do teach daily Bible classes in which we review the Bible stories, teach daily practical applications, and build character through the Scripture in the lives of our students.

CCA is a ministry to local families. As a ministry, this institution has goals and objectives, which can be fulfilled only through a planned course of study characterized by specific biblical principles involving you, your child, and our united Christian cooperation. We have a ministry heart and will always do our best to be a blessing to you.

There may be times when your child will experience disagreement with, and opposition to, CCA’s standards and/or policies as we seek to guide him toward Christian maturity and achievement of academic ability. We will look upon these moments of difficulty as opportunities to work more closely with you so that we might be able to fulfill your expectations of this institution for your child, and that with you we might have the privilege of drawing out and cultivating your child’s God-given strengths, while minimizing his/her weaknesses. In the final analysis, we trust that he/she will find God’s purpose for his/her life. Communication is the key to our mutual success. We invite you to speak with us honestly, respectfully, and frequently. We will always welcome you, the parents and guardians in the offices of CCA. Simply call the front desk at any time for an appointment. We care about our students and their families.

Dr. Christina Black, Administrator

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I. OBJECTIVES

CCA BOARD

The CCA Board provides oversight of all campus ministry and sets policy. Smaller committees operate out of that oversight board. The CCA board has a chairman, several members, and the campus president sits on that board. The administrator reports to the board. The members are elected to a three-year term and may be re-elected. The board is self- elected by request of the school’s stakeholders, the CCA Association. Board meetings are held regularly.

STATEMENT OF PURPOSE

Carolina Christian Academy is a private Christian school. We were founded in 1969 for the purpose of providing a Christian education for our young people. Our goal is to develop the whole student spiritually, mentally, emotionally, and physically. We believe Jesus Christ is the Savior of the world, and we purpose to lead each student to salvation through Jesus Christ. We are committed to share Christ's love, His life, His death and His resurrection as man's only means of salvation attainable through personal redemption and faith. We promote Christian living in the home and school as the ideal setting for quality education and the development of healthy minds and bodies.

STATEMENT OF FAITH

- We believe the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God. (II Tim. 3:15, II Peter 1:21)
- We believe there is one God, eternally existent in three persons – Father, Son, and Holy Spirit. (Gen. 1:1, Matt. 28:19, John 10:30)
- We believe in the deity of Christ; (John 10:33); His virgin birth (Isaiah 7:14, Matt. 1:23; Luke 1:35); His sinless life (Heb. 4:15, Heb. 7:25); His miracles (John 2:11); His vicarious and atoning death (I Cor. 15:3, Eph. 1:7, Heb. 2:9); His resurrection (John 11:25, I Cor. 15:4); His ascension to the right hand of the Father (Mark 16: 19); His personal return in power and glory (Acts 1:11; Rev. 19:11).
- We believe in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature; and those men are justified on the single ground of faith in the shed blood of Christ and that only by God's grace and through faith alone we are saved (John 3:16-19; John 5:24; Rom. 3:23; Rom. 5:8-9; Eph. 2:8-10; Titus 3:5).
- We believe in the bodily resurrection of the dead, of the believers to everlasting blessedness and joy with the Lord, and of the unbelievers to judgment and everlasting separation from God (I Cor. 15:51-54).
- We believe in the spiritual unity of believers in our Lord Jesus Christ (Rom. 8:9, I Cor. 12:12-13; Gal. 3:26-28).
- We believe in the present ministry of the Holy Spirit by Who's indwelling the Christian is enabled to live a Godly, growing Christian life (Rom. 8:13-14; I Cor. 3:16, Eph. 4:30; Eph. 5:18).

MISSION STATEMENT

The mission of Carolina Christian Academy is to assist in developing students spiritually, academically,

emotionally, and physically by providing a Christian education in a traditional educational setting.

INSTRUCTIONAL BELIEFS

- We believe that the Bible is foundational to all truth and should be integrated in all subject areas.
- We believe that students are uniquely designed with spiritual, intellectual, physical, and social gifts and therefore possess various learning styles.
- We believe the school should be committed to continuous improvement.
- We believe that students who are enrolled at Carolina Christian Academy can meet high academic expectations, and we will always expect them to do their best.
- We believe that curriculum design, instructional strategies, and learning activities should be based on distinct goals and challenging expectations for student achievement.
- We believe that a variety of appropriate and relevant instructional approaches and methods of assessment should be provided to meet the various learning styles of students.
- We believe students can become confident, intrinsically motivated, life-long learners.
- We believe that Carolina Christian Academy should function in a complementary role with the home and church to produce individuals who reflect a Christian worldview and become productive members of society.
- We believe that students will be able to demonstrate their understanding of essential knowledge and skills using critical thinking and integrated application.

EDUCATIONAL PHILOSOPHY STATEMENT

For education to be meaningful, it must be based upon Truth. Carolina Christian Academy believes that all Truth is God's Truth, and His Truth is revealed through the Bible, which is infallible and is the standard for living a successful life. Only by recognizing God as the Creator, Designer, and Organizer of the universe can a proper understanding and mastery of facts and knowledge be possible.

Carolina Christian Academy believes that Christian education is a process in which teaching, and learning are conducted and directed through developmentally appropriate activities by Christian teachers who believe His Word has the highest authority and who strive to bring all knowledge into a living relationship with His Truth.

Carolina Christian Academy functions in a complementary role with the Christian home to provide opportunities in an educational setting that integrate and nurture each student's spiritual, academic, social, physical, and emotional development.

Carolina Christian Academy desires to produce individuals who are capable of being productive members of society, contributing members within the body of Christ, and reflecting a Christian worldview.

EDUCATIONAL OBJECTIVES

“And Jesus increased in wisdom and stature and in favor with God and man.” (Luke 2:52)

1. **SPIRITUAL (Favor with God)** “Let the Word of God dwell in you richly” (Col. 3:16)
 - a. Students will be encouraged to make a personal commitment to Jesus Christ.
 - b. Students will be encouraged to follow Christ daily and reflect Christ-like qualities of character in their lives.
 - c. Students will continually increase their knowledge of Scripture.
2. **ACADEMICS (Wisdom)** “Let this mind be in you which was also in Christ Jesus.” (Phil. 2:5)
 - a. Students will acquire basic skills in the areas of reading, writing, speaking and listening.
 - b. Students will acquire basic skills in the areas of mathematical concepts, computation, and application.
 - c. Students will acquire information concerning physical, biological, and earth science, will appreciate the world God has made, and will apply this knowledge and appreciation in wise use of resources.
 - d. Students will understand the facts and flow of human history and current events and interpret them in the light of God's plan for mankind.
 - e. Students will be taught the facts and flow of American history, the basic principles of democracy, and the heritage of sacrifice that has made America free.
 - f. Students will be afforded the opportunity to develop skills in appropriate fine arts, will be encouraged to appreciate the artistic expression of others, past and present, and will be encouraged toward creative self-expression.
 - g. Students will understand the full range of career opportunities available to lead a productive life within God’s plan and will be guided toward matching their aptitudes and skills with those opportunities. Emphasis will be placed on being sure they are following God’s plan for their life.

- h. Students will have the opportunity to become acquainted with computer skills that will enable them to effectively function in a technological society.
 - i. Students will acquire skills in reasoning, academic investigation, and in creative and critical thinking.
 - j. Students will be given opportunities to apply the skills that have been taught in each subject area.
3. **SOCIAL (Favor with Man)** “No man lives to himself” (Romans 14:7a)
- a. Students will be taught respect for their families as well as courtesy and love for all people and will assume responsibility within society.
 - b. Students will be taught to develop and demonstrate concern for others.
 - c. Students will be taught to respect the property of others.
 - d. Students will be taught acceptance and recognition of authority and respect for those in authority over them.
4. **PHYSICAL (Stature)** “Present your bodies a living sacrifice....unto God” (Rom. 12:1)
- a. Students will improve their coordination, grace, muscle tone, and endurance. Some students will want to be trained to play specific sports. We will provide that opportunity.
 - b. Students will be taught to form desirable habits in the care and grooming of the body and to develop respect for the body as the temple of the Holy Spirit.
5. **EMOTIONAL (Wisdom)** “For God hath not given us a spirit of fear, but of power and love..... (I Tim. 1:7)
- a. Students will recognize the Christ-controlled personality as the source of true happiness.
 - b. Students will develop a continuous desire for learning.

II. ADMISSIONS

ADMISSION POLICY

NON-DISCRIMINATORY POLICY

Carolina Christian Academy admits students of any race, color, national and ethnic origin to all the rights,

privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate in the administration of its educational policies, admissions policies, and other school administrative programs.

CHRISTIAN FAITH

It is expected that the families of our students will support the statement of faith of the Academy. Failure to do so creates conflict and confusion in your child.

MORALITY

CCA does not enroll students who are known to be involved in sexual activity including pre-marital sex, homosexuality, and pornography.

CCA does not accept students who drink alcoholic beverages, use any form of tobacco products, or use any form of illegal narcotics. Any student taking part in such activities during the school year is subject to dismissal.

ADMISSIONS PHILOSOPHY

The Board of Carolina Christian Academy is interested in attracting students who are motivated to learn, strong in character, and amenable to Christian instruction of high quality. Our teachers will do all in their power to facilitate the learning process for your child and will go the “extra mile” in assisting them with any needs that we are able to work with.

ADMISSION STANDARDS

Based upon the admission’s philosophy statement, Carolina Christian Academy’s admission standards are designed to identify the following students who:

- Are socially and emotionally well adjusted.
- Are amenable to correction and instruction.
- Want to attend Carolina Christian Academy.
- Are motivated to learn.
- Have parents who are supportive of the Academy’s Statement of Faith and Statement of Purpose.
- Have parents who will faithfully meet their financial obligation. The Christian school is the least prepared of all institutions to loan money. When bills are not paid, the school is essentially loaning fund to its families. To keep our costs reasonable, we cannot allow past due bills.

ADMISSION PROCEDURE

1. It is requested that both parents will visit the school.
2. Parents and applying students grade 5-12 will review this handbook thoroughly, together.
3. Submit application and previous report card including a complete transcript from the previous school forwarded prior to admission. Please, bring this with you when coming to school for a placement test.
4. The Academy Office will call both parents and student(s) for an interview with the Administration.
5. Submit a pastoral referral form from your current pastor. If you do not have a current pastor, we will ask this form to be turned into the office by Aug. 1st.
6. Parents and student(s) will be asked to fill out the appropriate enrollment forms.
7. Parents will be notified of acceptance.
8. A medical form must be filled out by a physician and submitted to the school office.
9. All students must submit a birth certificate. Proof of all immunizations required by the State of North Carolina should be provided or a religious or health exemption waiver.

WITHDRAWALS

1. Parents who wish to withdraw their student must schedule and exit interview. After which, parents must notify the administrator in writing.
2. Carolina Christian Academy reserves the right to withhold report cards, transcripts, and student records until tuition and other fees have been paid in full and school-owned textbooks and materials have been returned.
3. Any withdrawn student must have administrative permission to be on school campus except for public functions.

CORRESPONDENCE/INDIVIDUALIZED STUDIES

It is the goal of the Academy to meet the needs of all our students through what we offer. But there may be times when it is necessary for the Academy to accept correspondence course or individualized study work. The student must get prior approval from the Administrator for this to be accepted as a credit. The following guidelines should be followed:

1. Request in writing the course you are wishing to take.
2. Give your reason for requesting this course work.

3. List from where it will be taken, what text will be used, and the type of evaluation materials that will be used.
4. File with the office a copy of the form from the correspondence school showing the grade earned.
5. Any independent or individualized study course will have to have specific guidelines in writing and the signed approval of the Administrator before starting the course work.
6. The Administrator must approve ahead of time all courses of this nature, and if necessary, the Administrator will contact the Board for their approval also.
7. Independent work can be on a college level. When this is the case, the student will receive double credit. The transcript will come to CCA directly from the college or university.

VALIDATING TRANSFER CREDITS

Transfer credits from any established conventional or non-traditional school will be accepted if an official transcript is received from that school. The following guidelines will be followed for any other type of school or transfer of credit:

1. Home school transfer credits will be accepted with conditional enrollment based upon satisfactory completion and performance within specific subject areas for a grade level.
2. Course credit shall be accepted by scholastic performance within the first semester of enrollment.
3. The Administrator shall carefully analyze high school transfer credits for tutoring or instruction provided by an individual acting privately. Before being accepted as credits to be added to a transcript, the student must perform at an appropriate grade level of not less than a C average for the conditional semester enrollment. The Administrator will decide if questions arise.

TUITION

TUITION SCHEDULE

Tuition is established on a 10-month schedule. The first payment is due August 1, and the final payment is due May 1. Each spring, the Academy administration will review the school budget and compile a complete Tuition and Fees Schedule to be released for the coming school year.

Parents unable to make a monthly tuition payment due to an emergency are required to contact the administration to make arrangement to make the payment within a reasonable time. Two months without payments being made will mean that the student cannot return to classes.

No student will be re-enrolled until the previous year's tuition is paid in full, or a reasonable attempt to do so is being made.

REFUND POLICY

In the event of withdrawal from Carolina Christian Academy the following refund policy shall apply:

Registration Non-refundable

Tuition Tuition shall be refunded for any months in which the student is not enrolled. No partial month's tuition shall be refunded. Parents are liable for tuition payment for each month a student is enrolled, even if it is one day.

PARENTAL INVOLVEMENT

MAKE A DIFFERENCE

As a parent, you were your child's first teacher. Even when your child is in school, you still teach important lessons every day. When parents and schools work together, students do better. Here are some suggestions or ways you can make a difference in your child's education. They don't cost money. They don't require training. All they need is you.

- Read to your child every day. Long after children learn to read for themselves, they love this special time with Mom and Dad. Kids who are read to are the kids who want to read on their own.
- Support your Academy's Fund-Raising Activities. Everyone benefits when we work together. CCA fundraising allows us to keep tuition low. Participation is not optional.
- Volunteer. The more help parents give teachers, the more time teachers can spend with students. Work full-time? There are still ways you can help. Ask the finance office what you can do.
- Let your children know education is important; ask about homework; attend Academy events; talk about how you use what you learned in school today.
- Recognize your child's special gifts. Each child has special talents. Perhaps the most important thing you can do is to help your child see how he or she is special. That boosts confidence and sets the stage for learning.

IMPORTANT!

Parents and teachers agree that discipline is important for learning. When teachers spend time correcting behavior, they have less time to educate. Good behavior begins at home. Here are eight ways you can improve discipline:

- Know and support the school's policies.
- Show your child you are interested in what he/she does in school. Ask about his/her activities.
- Talk to teachers about your child's behavior in school. We welcome communication.
- Be a good role model for your child.
- Give your kids a chance to take part in making decisions about things that affect them.

- Be sure your child eats properly. Poor nutrition can cause discipline problems.
- Watch your child's behavior at home.
- If discipline problems occur, talk with your child. Ask why he/she is misbehaving and listen to the answer. Be sure The child understands clearly what was done incorrectly.

HONOR THE ACADEMY

As parents of CCA students, you are encouraged to speak with the Administration and Staff of the Academy whenever you have a concern or a problem that you feel needs to be dealt with. But, in fairness, we request that you keep three important things in mind:

1. Stay within the chain of authority.

Please avoid "by-passing" the basic chain of authority by appealing to a faculty or staff member of higher authority without first trying to reconcile the problem with the teacher or staff member who is directly involved and responsible for the situation. The administrator of the academy will attempt to steer you back to the teacher when this occurs. She will be glad to listen, and will advise you, then she will have the teacher to call you directly. This policy is necessary for fairness to all students and faculty or staff members. Parents are not to directly contact board members. The administrator will involve the president or the school board if necessary.

2. Sign the Enrollment Agreement.

Your signature on the Enrollment Agreement is required to assure the Academy administration that you understand the cooperation which must exist between the Academy and the home.

PARENT'S PLEDGE

I know that children learn best when families and schools work together. As a parent, I pledge to:

- Spend some time talking and listening to my child every day.
- Talk with my child's teacher about how my child is behaving in school. You are welcome to text your child's teacher if the teacher allows.
- Talk with my child about schoolwork.
- Set a regular time and place for schoolwork. During this time, there will be NO screen or phone time.
- Encourage reading. I will read to my child, and I will listen while my child reads to me.

- Make sure my child gets healthy meals, enough sleep and good exercise every day. This includes sending plenty of food to school for breaks and lunches.
- Love my child enough to say NO when necessary.
- Help my child discover the joy that learning, and thinking can bring at any age.

CHILD ABUSE AND NEGLECT POLICIES

Child abuse/neglect cases are often first suspected or detected by school personnel. By North Carolina law (G.S. 110-118), school personnel are required to report any suspected cases to the Social Services Department in the county in which the child resides.

When a student is suspected to have been physically, emotionally, or sexually abused, neglected, or “battered”, it is to be reported immediately to the Administrator. By law, the responsibility for investigation and substantiation lies with the Department of Social Services. Specific skills are required to investigate child abuse or neglect; therefore, the school staff shall not conduct the investigation. An educator should gather enough information from the child to affirm his/her suspicion that the child has been non-accidentally injured. It is not necessary or desirable for the school to get all the details of the situation. We will not call the authorities without first talking with you.

SEPARATED OR DIVORCED PARENTS

The school will follow the court order or separation agreement regarding custody of a child, visitation procedure, and release of school records. It is the responsibility of the custodial parent to provide to the school a copy of the appropriate section(s) of the court order or separation agreement, which states applicable procedures, restrictions, custodial arrangement, and signatures. In the absence of a written order or agreement, either parent has the right to see the child or have the child released to him/her at the end of the school day. The school will provide to the custodial parent report cards and appropriate school communications. The school will avoid any agreement that would obligate it to regularly mail copies of the child’s records to the non-custodial parent. The custodial parent shall be the parent so designated within court order or separation agreement or (absent of a court order or separation agreement) the parent with whom the child resides the majority of the time.

III. ACADEMICS

CHRISTIAN CHARACTER

Since we are a Christian academy, we purpose to instill Christian principles into our students. To accomplish this, we insist that all students participate in the following exercises:

1. Daily Devotional Time (High school meets in the chapel daily and all other grades meet in their home room)

Each morning, immediately following the 7:55 am bell, we have a time of opening activities. This daily exercise consists of pledges to the American Flag, the Christian Flag, and the Bible; a time of Scripture reading and prayer, and a time set aside for announcements. Students are required to actively participate in these activities.

2. Chapel Services

Chapel sessions are held during which the student identifies his education with the ministry of the church. Students are expected to bring their Bibles, participate in all parts of the service, and always remain attentive to the individual who is in charge. We often meet with different age groups weekly. Each student is guaranteed one chapel experience per month.

3. Scripture Memorization

Scripture is at the very heart of the Academy's purpose and mission. The memorization of Scripture is necessary for the spiritual maturation of our children. At the beginning of each year, a list of weekly Scripture passages will be given to each student. Every student is expected to recite from memory or do some type of assignment with each passage on the week listed. Details are determined by the teachers.

GRADING SYSTEM

Grades 1-12

The grade levels listed will use the grading system shown. Students working in PACEs must score an 80% to pass.

A+	99-100	C+	78-79
A	92-98	C	72-77
A-	90-91	C-	70-71
B+	88-89	D+	68-69
B	82-87	D	67-62
B-	80-81	D-	60-61
		F	0-59

HONOR ROLL

The grading system is used to determine which students are eligible for the honor roll in grades 1-12. Two honor roll systems are used: All A Honor Roll and all A or B Honor Roll. These honor rolls are not averages. Additional requirements may include specifically prescribed work by the teacher.

REPORT CARDS

Report cards are prepared and sent home each nine weeks. A parent/teacher conference may be arranged following the nine weeks to discuss a student's progress.

In grades K-12, deficiency reports may be sent home at the mid-point in each grading period to those parents whose child has a subject grade below C- during that period, or if a student's grade drops significantly. Parent/Teacher conferences can be arranged at a convenient time by either the parent or the teacher. These will not be held during regular class time. We will suggest times for conferences.

RETENTION PROCEDURE

Retaining a student is a very important educational decision, and in every instance, the decision should be considered carefully. Several factors need to be evaluated when arriving at this decision. These include the child's academic progress, general ability, social and emotional adjustment, and physical maturity. Another important question to answer is, "Will the retention benefit the child?"

While the authority to retain a student rests with the school and specifically with the Administrator, it is important that the parents/guardian be included in discussion concerning retention. Parent involvement is necessary because it is important that the parents understand the child's overall performance and general status in school.

No parent will be taken by surprise concerning the possibility of retention. Parents will be kept notified if there seems to be a concern that a student is not doing well enough to pass. Sufficient time will be given so that any remedial actions possible can be used.

ACADEMIC PROBATION for MIDDLE SCHOOL AND HIGH SCHOOL

At the conclusion of any grading period, any student who receives an F or more than two grades below a C- in any subject shall be placed on academic probation. Academic probation shall include the following:

- Academic probation shall extend until the end of the next grading period. A student may be placed on academic probation the first quarter of a new year due to the grades in the fourth quarter of the previous year.
- At the end of the probationary period, the student shall have met the minimum requirements of the academic stand or shall be withdrawn unless the Administrator recommends extension of the probation for an additional nine weeks due to specialized testing and/or evaluation.
- At the beginning of the probationary period, a meeting with the parents and student will be held to review the student's current grades, identify academic problems, develop an improvement plan, explain the minimum academic expectations, and provide a written copy of the academic probation requirements.

At the conclusion of the probationary period, parents will be provided written notification regarding whether the student has met the requirements of academic probation.

EXAMS (GRADES 9-12)

All students in grades 9-12 shall take semester exams at the end of each semester. Seniors may be exempt from their second semester exams if they have an A average at the time of the exam.

STANFORD TESTING (Or equivalent)

Each spring semester the students will have an opportunity to complete a standardized test. CCA administers the Stanford Achievement Test for grades 3-12. The purpose of this test is to assess each student relative to the national progress of his/her grade and age. The familiarity our students gain from annual standardized testing assists those who take the SAT or ACT tests for college entrance.

GRADUATION REQUIREMENTS

CCA offers several tracks of study (see Appendix). Listed below are the requirements for each diploma. A prescribed course of study will be determined through a staff member/student conference and will be approved by the student's parent. Transfer students must complete at least 5 credits at CCA before receiving a diploma. To qualify for early graduation, a student must complete requirements for the College Preparatory Diploma.

1. Career Ready -The criteria for this vocational diploma:
 - a. Demonstration of academic challenges
 - b. Completion of a minimum of 22 credits as outlined in Appendix A
 - c. Completion of a minimum of four years of high school
2. Career and Future Ready-The criteria for this general diploma:
 - a. Completion of a minimum of 23 credits
3. College Ready-The criteria for this college preparatory diploma: Completion of a minimum of 24 credits
4. Honors College Ready-The criteria for the honors diploma:
 - a. Completion of a minimum of 26 credits
 - b. A average
 - c. Ability to communicate effectively in written and oral presentations

VALEDICTORIAN REQUIREMENTS

1. The Class Valedictorian must maintain an A average.
2. Honor Students will always be the first choice for valedictorian. This is due to the level of work required.
3. College Ready Students will always be selected over Career Ready Students. This is due to the level of work required.
4. The Class Valedictorian must complete at least two years of the required number of course credits at CCA. If at any time a student who has completed all of his high school credits at CCA qualifies to be the valedictorian, he will be selected over a student who has completed only part of his

credits with CCA.

5. A Class Salutatorian with acceptable scores may be selected by the administrator if there is need for a subjective decision.

IV. POLICIES & PROCEDURES

ATTENDANCE POLICIES

Carolina Christian Academy recognizes that daily classroom attendance is an integral and essential component of the learning process for the following reasons:

- The teacher clarifies, interprets, and supplements information given in textbooks and other instructional resources.
- The classroom environment lends itself to planned as well as impromptu discussions, which are educationally enriching and impossible to make up.
- The classroom affords the opportunity for a student's social skills to develop. Co-existence, responsibility, and commitment to others in the classroom are an essential part of a student's education.
- Instruction is planned and has intended sequences and deadlines.

Therefore, a student's enrollment in the academy is his commitment to attend all class sessions.

EXCUSED ABSENCES

1. **Illness:** Upon returning from an absence due to illness, a student should submit a written excuse from a parent or doctor explaining the reason for the absence. If no note is submitted, the teacher will count the absence as unexcused. Notes are placed on file, so please, do this in addition to texts/calls.
2. **Family Emergency:** This would include illness at home, death in the immediate family, and emergencies requiring medical or dental services. A note from a parent is required specifying the reason for the absence.
3. **Personal Circumstances and Family Trips:** An excused absence will be considered only if a student brings a note from a parent in advance stating the reason for the absence. Students and/or parents

should check with the teacher(s) about all make-up work including quizzes, tests, and non-negotiable assignments. In grades 6-12, it is the responsibility of the student to secure approval and arrangement for assignments and make-up work prior to the absence. The initiative for contacting the teacher and making up work rests with the student in middle and high school! Parents are encouraged to recognize that a student's absence may affect the student's academic work and grades. Parents may request that a student's absence be excused for this category, but the school Administrator makes the final determination.

MAKE-UP WORK FOR EXCUSED ABSENCES

A student will have one week following an illness or other absentee to get work turned in to the teacher/s. Students will receive a zero for work not turned in before grades must be averaged, and loss of points per day may be assessed for work turned in late without excuse. Normally, pre-announced tests, which have been scheduled on the day of a student's return from an absence, shall be taken unless the teacher has provided prior approval to the student. If a student has a suspension, their make-up work falls under this same policy.

UNEXCUSED ABSENCES

All other reasons for absence from school will be considered unexcused. This includes those times when a note is not received from home concerning the student's absence. In the event a note is not received within the two-day time frame, the absence is considered unexcused and the policy for make-up work for unexcused absences will apply. If the student receives a second unexcused absence, the student may receive a detention. A third unexcused absence may result in a suspension. Final decisions are made in cooperation with the Administrator.

EXCESSIVE ABSENCES AND INCOMPLETE WORK

Classroom attendance and participation is vital to the learning process. Excessive absences, whether excused or unexcused, have a detrimental effect on learning. When a student exceeds six absences within a nine-week period for school days or school functions, the administrator will be in touch as there must be a consequence for undisciplined school attendance or a conversation about how to get caught up when the absences are unavoidable.

Events (such as Senior trips, Youth Challenge, IHC, or college campus visits) are not considered absences. Extenuating circumstances, such as prolonged illnesses or hospitalization will be excused with proper documentation from a doctor. Parents should make the request in writing to the administrator who will have final say in each situation.

CHECK-IN AND CHECK-OUT PROCEDURES

Whenever it is necessary for a student to be excused early, the student must bring a permission note from parents or guardians stating the reason and time. This is in addition to any text or call, which is also

appreciated.

Check-out before 11:30 will be considered an absence for the day. Check-in before 11:30 will not be considered an absence for the day. Upon returning to school or arriving at school late, a student must check in at the office. The office will notate if the late arrival or the missed classes is excused or unexcused.

Leaving the campus without permission or skipping a class is classified as truancy and can result in suspension. A student must sign out and sign in at the office when he/she leaves and returns.

TARDINESS TO INDIVIDUAL CLASSES (GRADES 6-12)

All students will be in their assigned area/room and in his/her seat at the bell. A student will not be permitted to leave the room without permission after the bell has rung.

A student who enters the room after the bell has rung will be considered tardy. If tardiness is habitual, the teacher will address the issue with the administrator and the student will be corrected. All significant corrections include the parents or guardians.

TARDINESS/EARLY DISMISSAL (K-5)

Excessive tardies, whether excused or unexcused, are detrimental to a student's learning. They also cause the student to develop bad habits that will influence them later in life. A student is tardy if they arrive at school after 8:00 and must stop by the front office before going to class. If this becomes a consistent problem, the administrator will contact the home and endeavor to work out a resolution. The accumulation of five unexcused tardies within a nine-week period will be recorded as an unexcused absence.

TARDINESS/EARLY DISMISSAL (6-12)

A student is tardy if they arrive at school after 8:00 and should bring a signed note from the parent for proper admission at the Front Office.

After a student receives a fifth unexcused tardy, the administrator will be alerted by the teacher and the family will be contacted.

INCLEMENT WEATHER PROCEDURE

Faculty and staff will notify each parent of any closings or delays. Plans will be placed on Bloomz. Your teachers may also text you to double check that you know what to do, but the final decision about your child's safety is yours. Please, communicate with the administrator if you believe it is unsafe to travel to school.

Weather conditions vary from city to city and county to county; therefore, parents must evaluate

conditions in their immediate area to decide whether their child should attend school. Any time the academy is closed due to inclement weather, all activities are also canceled. Make-up days will be announced in advance, and all school families are expected to cooperate.

FIELD TRIPS

Field trips can be an important part of the learning process. Participation on field trips is a privilege. To ensure safety, these guidelines are followed:

- Students should understand that on all field trips they represent a Christian school and that their conduct should reflect this image.
- Students must remain seated while in transit to a destination.
- Loud talking, distracting activities, and improper manners are not permitted.

The PE uniform is the dress code for all field trips.

Parents are requested to sign a field trip permission slip for their child at the beginning of the year that covers all activities for the entire school year. As the events are planned throughout the year, the parents will be notified in each case for the day of the event through the normal communication means.

COMMUNICATION

VISITORS

Student guests are welcome to visit the academy providing that permission from the administrator is obtained in advance. Student guests enjoying a VIP Day are asked to defer to the dress code of modesty and the behavior standards of CCA while visiting.

Parents may feel free to visit the academy at any time. Out of respect for the teacher and to minimize classroom disruption, please, stop by the front desk to ensure that it is a good time to visit your child's classroom. When visiting a classroom for any reason, please, report directly to a faculty or staff member-not directly to the student you are visiting. While visiting the academy, please, show deference to the academy dress code of modesty. Also, it is requested that parents stop by the front desk if they need to leave something for the student or teacher or if they must pick up a student during the day.

All parents and visitors are to check in at the academy's front desk. Parents and visitors should only enter the school through the main academy entrance at the front of the building. Visitors should get prior approval before a visit, as this is a closed campus during school hours for safety reasons. All other entrances are locked during the school day to prevent unsupervised entry into the building (exiting is possible at all doors). We make no exceptions to this rule.

CELL PHONES AND ELECTRONIC DEVICES

CCA recognizes that most families desire the use of cell phones by their child when traveling to and from school. However, CCA assumes no responsibility for loss, theft, or damage of any electronic devices. Students may not use these devices on school property during school hours without specific permission. Any violation will result in immediate confiscation, and the device will be held by the administrator until a parent is able to collect and sign for the device.

The school telephone is reserved for official school business and emergencies. Students desiring to place necessary calls must request permission to do so. Parents who need to contact their child during the day for emergency purposes should use the academy's normal contact process and call the main academy phone number. Academy staff will assist parents in communicating with their child in appropriate emergency situations. Parents should not consider their child's cell phone as a guaranteed means of contacting their child for any reason during the academy day.

Students will be held accountable for any information stored on any electronic device including but not limited to pictures, text, and music.

UNIFORMS

GENERAL APPEARANCE

As a Christian School we desire to assist parents in teaching their children to strive to please Christ in everything – including the way we dress. Our outward appearance should reflect the beauty of Christ within and bring honor to Him. Students should dress for school in an appropriate and modest manner. We realize that CCA could never set dress standards to suit everyone's values. However, we ask parents to be sure your child is dressed according to these standards every day while attending the academy and academy-sponsored activities such as programs, fundraisers, and graduation. They should always be in dress code when on campus.

To facilitate this, CCA has adopted a specific uniform policy. The uniforms are required for students in grades K3-12. Details will be provided below. Students should expect that all uniforms will be checked at the beginning of the academy day.

If an occasion arises that makes being dressed in complete uniform impossible, the parent must provide notification to the teacher at the beginning of the school day stating the reason why the child is not in full uniform dress. If this happens, the student is expected to dress in the nearest way possible to our uniform. Students who attend official school activities (programs, fundraisers, graduation, etc.) during or after school hours and on or off campus will be required to wear the CCA uniform. Any student not complying with the dress code policy or failing to submit a satisfactory note of explanation will be warned, and appropriate disciplinary action will be taken for subsequent violations.

GENERAL APPEARANCE GUIDELINES

- **Personal Hygiene:** Students are expected to observe daily personal hygiene including daily baths or showers, using deodorant (grades 3-12), and wearing clean, unwrinkled clothing that is in good condition. Please, purchase a new uniform when the current one no longer fits well, gets a hole in it, or loses its brightness.

- Shoes: Comfortable dress- casual, athletic shoes, or sandals are preferred. No beach shoes or crocs are permitted as those are simply too unprofessional for an academy appropriate appearance.
- Outer Accessories: Students are not to wear sweatshirt hoods, hats, caps, headgear, or sunglasses in the chapel. Some teachers may request that these items not be worn in class as well. Students are expected to cooperate with all teacher requests. Teachers should only need to ask one time.
- To keep a uniform look, it is asked of the students to refrain from wearing jewelry of any kind (smart watches, necklaces, rings, earrings, bracelets) during academy hours or to any academy activity or function. Some jewelry is valuable and we do not want to take responsibility for it, so we request that our students leave all jewelry at home. To keep a professional appearance, we also ask that all tattoos be covered by clothing while students and staff are at school.

BOY'S UNIFORMS

Dress Uniform for chapel day and non- PE class days

- a. Top: CCA monogrammed blue or red polo, bought from the school.
Undershirts, if visible, must be black.
CCA monogrammed jacket may be worn in class.
- b. Bottom: Pants must be khaki in both material and color.
- c. Belt: A solid black belt is required on pants with belt loops when the shirt is tucked in.
- d. Socks may be an opportunity for self- expression; however, they should match the uniform of course.

PE Uniform: to be worn on days when the student has a PE class

- e. Top: CCA graphic tee, bought from the school. We have several styles available.
CCA monogrammed jacket may be worn in class for warmth.
- f. Pants: Blue jeans or black athletic pants. If the black, athletic pants have a stripe down the side, the stripe must match the uniform.
- g. Belt: A solid black belt is required on jeans with belt loops if the tee shirt is tucked in.

Hair:

Young men are to have neat haircuts so that the hair is off the ears, off the collar, and above the eyebrows. Male students are to avoid extreme current fads, unnatural coloring of the hair, or styles that draw undue attention to the student. Even our hair is uniform in an academy appropriate manner.

Facial Hair:

To keep a uniform and tidy look, boys must be clean shaven every day they come to class. Seniors will have the privilege of wearing neatly groomed facial hair.

Nail Care:

Nails must be kept short and clean. Young men are not permitted to wear nail polish of any kind.

GIRL'S UNIFORMS

Dress Uniform: for chapel days and days with no PE class

- a. Top: CCA monogrammed blue or red polo, bought at the school.
Undershirts, if visible, must be black.
CCA monogrammed jacket may be worn in class.
- b. Bottom: Khaki skirt with built-in leggings, bought from the school.
Skirts must fall below the knee while either sitting or standing.

Please remember that children grow during the school year; be mindful to purchase accordingly.

If worn for warmth or modesty, full-length leggings must be black with no pattern or stripes.

PE Uniform: for days when the student has a PE class

- a. Top: CCA graphic tee, bought at the school. We have several styles.
CCA monogrammed jacket may be worn in class for warmth.
- b. Bottom: Black athletic skirt with built-in leggings, bought from the school.
Skirts must fall below the knee while either sitting or standing.

Please remember that children grow during the school year; be mindful to purchase accordingly.

If worn for warmth or modesty, full-length leggings must be black with no pattern or stripes.

Hair:

Girls are to wear their hair in a neat and orderly manner. Hair must be kept in natural colors (blonde, brown, black, inartificial red).

Nail Care:

Nails must be kept at a functional length and kept clean. If nail polish is used, it must be a neutral color to maintain a uniform look in the academy.

GENERAL CONDUCT

PARKING/DRIVING REGULATIONS

All drivers are requested to use parking spaces and not block any entrance or driveway. Please, reserve a parking space on the left of the front doors for handicapped drivers, and a space to the right of the front doors for the administrator.

All drivers are required to drive slowly and carefully on the campus. To ensure the safety of students and young children, cooperation and observance of all traffic regulations is vital. Cars are to be driven on school grounds at no more than 15-20 miles per hour. Violation of traffic safety rules by students, such as spinning tires or speeding, can result in suspension from school and/or loss of driving privileges on school property during any school activity. The policies and procedures outlined in this Parent/Student Handbook and communicated by the administrator must be always obeyed by student drivers.

All students who are driving at any time (even occasionally) to school must sign an Automobile Record and Permission Slip. Please, request this at the front desk before driving on campus. We will also ask for a copy of the student's driving license.

The loaning or borrowing of another person's vehicle is strictly prohibited.

Students are not to stay in their car when they arrive at school in the morning nor go to their cars during the day without permission. If there should be an accident in the parking lot, we would not want a student sitting in the car. Please, come immediately indoors.

The only people who should be in your car are the ones who come to school with you or go home with you. Visiting in the cars is always off limits.

No student should leave the campus in his/her vehicle during school hours for any reason without permission from the administrator.

SCHOOL DISMISSAL INSTRUCTIONS

The procedures listed below are followed during regular and early dismissal of students. Parents are requested to drive with caution while picking up students during dismissal.

- All traffic moves in one direction at dismissal. Do not enter or exit differently from the flow of traffic established by the academy. Do not park in the grass, or in any area other than a designated parking space. We make no exceptions to this rule.
- Parents are requested to be here by the time the academy dismisses unless the student will be in the aftercare program.
- You are requested not to leave your car while in the drop off/pickup lane or come into the building without appointment.

- If you need to come into the building, please, park in one of the actual designated spaces before entering the academy building. Please, make appointments the day prior before visiting the offices.
- We request that you do not call children (K3-gd.1) to cross the parking lot alone.
- If you are late (after 2:45), it will be your responsibility to park and come in to get your child from the aftercare teacher.
- Students with cars should leave as soon as they are dismissed and drive with extreme caution regarding the speed limit for the driveway. Failure to obey the guidelines may result in loss of the privilege to drive on campus.
- Students who live on-campus should go home or to their parents' classrooms as soon as dismissed and not stay in the school building past 2:30.
- The academy is closed after 2:45 to all students unless they have approval by a teacher to be in the building or are in the aftercare class. The academy building is not open in the evenings for student access, including those living on campus, unless there is a school-sponsored activity.

PROPERTY

ACADEMY PROPERTY

The academy property includes all buildings, grounds, and vehicles used for academy purposes.

The following areas are "off limits" to students:

- Other student's desks/lockers
- Teacher's desks and files
- Classrooms at undesignated times of the day
- Autos and parking area (except when arriving or being dismissed)
- All areas out front of the campus and other areas beyond the obvious visible boundaries of the campus
- The administrative offices of CCA

Marked on, defaced, or broken property is to be replaced/repared at the offending student's expense.

PERSONAL PROPERTY

All of the personal belongings of a student are considered personal and are not to be shared with other students without permission from the teacher.

Personal property should be of a positive nature. The purpose of CCA is the building of Christian character. Because movie and/or sports-related characters in our culture so often depict non-Christian values, CCA would request that families use discretion concerning what is presented on school items (lunch boxes, backpacks, etc.). Toys, play items, etc., brought to school should also adhere to this standard. Guns (toy or real), matches, lighters, knives, multipurpose tools, and fireworks are prohibited. Any item in question will be subject to the teacher's discretion. Students are expected to respect the decision of the teacher or administrator.

There should be no borrowing from another student. All money, writing equipment, math instruments, calculators, etc. are the student's personal responsibility.

Should any member of the administration or staff of CCA have reasonable suspicion of the presence of illegal or unauthorized items or materials, we reserve the right to search:

- Vehicles, regardless of owner
- Desk, backpacks, gym bags, purses, lunch containers, pockets, or any other receptacle regardless of owner
- The actual person- personal searches, should they become necessary, will be conducted by a CCA administrative/staff member of the same gender as the student being searched and will also be witnessed by a CCA administrative/staff member of the same gender.

LOCKERS

The homeroom teacher assigns Lockers to some students. Others may have crates, cubbies, or other areas for personal items. Lockers and personal storage areas are to be always kept neat and clean. Sharing a locker is not permitted without permission. Students are responsible for the care of the locker assigned to them. Nothing should be used in the locker that will deface. Personal locks are not permitted on lockers, unless a key is given to the front desk. Stickers, notes, and or writing are not permitted on lockers inside or outside; magnets are permitted. No open food or drinks should be stored except a student's lunch (closed) for the same day. The locker belongs to CCA and therefore a FACULTY or STAFF MEMBER may check a locker at any time. Students are not allowed to get into each other's locker even for fun.

BUILDING SECURITY

It is the intent of the academy to provide facilities that are safe and conducive to a quality learning environment. One aspect of providing a safe building is controlling access; therefore, we ask all the school family to use only the entrance located at the front of the building during school hours.

FIRE DRILLS

Fire drills are conducted monthly. Within each classroom is posted the evacuation route for that room. Students and staff should know this route.

The guidelines listed below should be followed for drills:

1. Students walk quickly and quietly out of the building in a single file line.
2. The classroom teacher leads the class.
3. Students and teacher are to walk to their designated area outside.
4. Teachers are to take roll (or head count) to be sure all students are present (this is best done by taking your grade book/roll book with you).
5. While waiting outside, students should remain in line and quiet.
6. All lights should be turned off and all windows and doors closed.
7. Students should stand facing the building at 100 feet from the building.

In the event an actual fire is discovered, the procedure below should be followed:

1. Notify the school office.
2. Use the fire extinguisher, if possible.
3. Follow the plan that has been listed above for evacuation.

Note: It is a serious offence to touch a fire alarm for fun. A student may be expelled for pulling a fire alarm.

HALLWAY TRAFFIC

To move quickly and safely through the building, students should walk on the right-hand side of the hall. Running is not allowed. Students are to be quiet in the hallways.

Students should always keep their hands to themselves. CCA has a strict no touching rule. We became very strict about that during the COVID season. It helped so much with behavior, generally, that we are leaving that rule in place.

LANGUAGE

Students should speak only words which glorify the Lord and edify others. The use of profanity and

substitute swear words (slang) is forbidden. The use of vulgar or suggestive words, sexual innuendos, and derogatory comments are not allowed. Gripping and complaining are not tolerated. Please, remember that God is a word to be used in prayer or when speaking respectfully about the God of heaven. Please, remember the third commandment and carefully use God's name.

SOCIAL MEDIA

Parents are encouraged to monitor and be involved in their children's usage of the internet and social media. Because of the uncensored and illicit material easily available on the web, we highly recommend that no child be allowed unaccompanied access to unfiltered internet. We will do our best to protect them at school, but we are your assistants, and it takes teamwork to keep the minds of children and young people pure.

Any student who operates a personal website or participates in social media such as Facebook, Snapchat, Instagram, YouTube, etc., must notify the homeroom teacher and the administrator. Any student acting inappropriately and contrary to the purpose and mission of CCA may be deemed ineligible to attend the academy. Our students represent not only themselves online, but also the academy. Their online behavior is extremely important.

MUSIC/ELECTRONIC DEVICES

Only Christian music (music in which the rhythm, lyrics, performer, and performance all coordinate to focus our attention on God and His principles) is permitted at CCA. Student-owned music/camera/gaming devices are not to be brought to the Academy unless specific permission is given.

Because of the influence of music and its performers and televised programming, we encourage our students only listen to or view content that would complement rather than nullify the guarded atmosphere of our school. We encourage our students to listen to Christian and/or character-building music. Philippians 4:8 is our standard. Discussion among students about inappropriate media or lyrics will not be tolerated. Discussion with the administrator and/or a teacher regarding biblical principles about these matters is welcome.

COMPUTER RESOURCE POLICY

Carolina Christian Academy has computer facilities for authorized users. Authorized users are defined as:

- Current faculty and staff of the academy
- Students currently enrolled and attending classes

There is a continuing evolution of laws and conventions associated with communications and information technologies. These laws and conventions govern acceptable use of electronic communication tools. Careless use can have dramatic consequences which could harm not only the Academy but also students, staff, and faculty. The policies set forth in the staff handbook are intended to minimize the likelihood of any harm to students, staff, and faculty.

OWNERSHIP

All computer equipment and software described within these policies are solely owned by the academy and have been provided to the user to enhance either our instructional program or its support services. Decisions regarding equipment, software, and/or configuration are based upon the best interest of the academy.

STUDENT POLICIES

Policies Related to Hardware and Software

1. No student will install any software on any computer in the school without permission from the staff in charge of the computers or the Administrator.
2. No one may copy for his/ her use any software that is owned by CCA.
3. Students will not, under any circumstances, be given unnecessary password information.
4. Students may not use their own personal drivers on the school computers due to viruses.
5. Students may not download any Internet file (if the Internet is available) unless it is needed for classroom use. If a file is downloaded, it must be saved to a removable media and not to the hard drive unless prior permission is obtained from the administrator or staff member in charge of the computer.
6. Students are responsible for the type of information accessed.

INTERNET POLICIES

If Internet access is provided, it shall not be used:

1. In any manner that violates the terms of any applicable telecommunications license or any laws governing data collection, protection, privacy, confidentiality, and security.
2. To carry defamatory, discriminatory, obscene materials or access any other site that would violate the biblical principles upon which the academy operates.
3. In connection with any attempt to infiltrate computer or network security of the academy, any company, or another person's computer equipment or e-mail.

ACKNOWLEDGEMENT/ACCEPTANCE

As an authorized user, students agree to abide by the terms set forth in the computer policies as stated in this handbook. Signing the Enrollment Agreement acknowledges the student's agreement and support of

the policies.

SOCIAL LIFE

The cultivation of Christ-centered relationships is vital for young ladies and men who are preparing for leadership in Christian service. Young people should seek to be Christ like in all their relationships. This involves friendliness, courtesy, respect, unselfishness, consideration, and cooperation. The Bible teaches us that divine love “does not behave itself unseemly,” or in other words, love is not rude and ill mannered (I Cor. 13:5). To abide by the standard of proper etiquette is to express love and consideration for other people. Therefore, the student should be acquainted with the rules of basic etiquette and follow them in all relationships both on and off campus. Some of our guidelines are listed below.

- Students are expected to speak to and about faculty and staff members with respect and courtesy using appropriate titles such as Dr. Mr., Mrs., or Ms.
- Students should conduct themselves in such a manner as not to bring reproach upon Christ, the Academy, their family, or their own character. To do this, students must discipline their thinking, speaking and actions in such a manner as to make themselves and the Academy a testimony of Christ-like principles.
- While it is natural for some close friendships to develop on a campus, students are urged to be friendly to all, develop a wide circle of friends, and become genuinely concerned for the interests of others. Carolina Christian Academy seeks to provide a variety of wholesome social activities through which students may find enjoyable fellowship and develop Christian character.
- As a matter of safety, courtesy, respect and to protect moral purity, each student is to observe a “hands-off” policy, i.e., keep his/her hands (and feet) to himself/herself regardless of the gender.
- The focus at CCA is on personal Christian growth and academics; therefore dating/courting will not be intentionally promoted in the Academy or at Academy functions. A proper relationship is always required. Students who consider themselves to be in a “dating” relationship are not permitted to be together unsupervised during school hours or school functions. No physical demonstrations of affection are allowed on campus.
- Students who wish to extend any kind of party invitations to their peers must invite their entire class if the invitation is extended during school hours.

HARASSMENT POLICIES

Although God made each of us different, we are all very special gifts from God; therefore, Carolina Christian Academy is committed to maintaining an academic environment in which all individuals treat each other with dignity and respect and which is free from all forms of intimidation, exploitation, and harassment, including sexual harassment. The Academy is prepared to take action to prevent and correct any violation of this policy. Anyone who violates this policy will be subject to discipline, up to and including termination and expulsion. Parents of young children and students who feel that they have been

subjected to conduct of a harassing nature are encouraged to promptly report the matter to a teacher or the Administrator.

CCA maintains both Bullying Harassment and Sexual Harassment policies that are available upon request from the office. We tolerate no bullying.

RECESS/BREAKS/LUNCH

Each Classroom will have its own schedule for breaks and lunches. Because other classes are in session during recess, loud talking in the building is forbidden. Recess ends at the teacher's designated time or notification (grades k-5). There is to be no loitering in the restrooms and no backpacks are allowed in the restrooms. Girls may keep a small personal purse with them.

The cafeteria and the outside picnic tables are designated areas for eating. Food should not be taken beyond these areas without a teacher's permission.

Wastebaskets are distributed throughout the Academy property. Students are expected to throw trash away even if it does not belong to them. Should a spill occur, the student should make a reasonable attempt to clean up and should also notify a staff member who will inspect the area and further assist as needed.

The school provides hot lunches daily; students are to bring their own lunch or order ahead every two weeks. There will be times that hot lunches will be provided for all students. These special occasions will be announced ahead of time and are usually fund-raising activities for one of the classes or awards.

Students are responsible for keeping the dining areas neat and clean. The schedule for cleaning the tables will be given to the teachers by the Administrator.

MEDIA CENTER/LIBRARY

The classroom libraries are a resource for both teachers and students. To maintain and properly operate them in an efficient manner, the following policies are to be followed:

- No food or drinks are allowed near the school's books.
- All library materials are to remain inside the academy building.

Note: Any reading material coming from home is subject to teacher approval.

MEDICATION POLICY

Students have a “Personal Data Sheet” filed with their permanent record in the office. These sheets contain the following information:

- Basic medication permitted by parents/guardian. The specific medication permitted must be listed as some medicines that are commonly used may in one form have a negative effect on the person.
- Allergies. Anyone with severe allergic reactions should have proper medication in the school office for use in the case of an emergency. If the child must have an EpiPen with them, it must be notated on the form.
- Parental preferences for handling emergencies. It is important to have all the information accurate (such as phone numbers) at all times.
- Parental authorization allowing us to obtain medical emergency treatment for their child.

The school nurse, home room teacher, or the front desk secretary will administer any medications that are needed by the student, and a record will be kept of all medications dispensed. The Administrator and school nurse will be notified immediately of any emergency, and it will be his responsibility to make decisions on handling the situation.

If a child must be taken to the hospital emergency room, the school should take the “consent form” with them showing the parents have authorized us to get treatment. If an insurance carrier is requested, the Student Accident Insurance that the school carries on each student will be used.

The following guidelines should be followed:

- No student may self-medicate or keep medicine in his/her pocket, bag or personal area. This even applies to OTC medications.
- The parent/guardian must have the prescription medication in a container with a pharmacy label which indicates the following information:
 - a. Student’s name
 - b. Physician’s name
 - c. Date of prescription
 - d. Name of drug
 - e. Dosage/directions for administration
- The parent/guardian must personally bring the medication to the office.
- The teacher in cooperation with the school nurse and/or front office staff will keep all medication in a safe, locked location. Parents, please, give the medicine to the teacher.
- Any medication given must be recorded on a Medication Report Form.

ILLNESS PROCEDURE

If a child shows symptoms of any contagious disease, fever, nausea, or injury that appears to require a physician's attention, the Academy will immediately call and request that you come pick your child up from the school. Children with a fever should not return to school until their temperature has been normal for at least 24 hours. If your child was sick during the night (vomiting or running a fever), he/she should not attend school the following day. Please, do not give the child aspirin/acetaminophen (or any fever reducer) and bring him to school. In most cases the child will run a fever 2 or 3 hours after medication was given, therefore, making him/her contagious to the other children.

V. STUDENT BEHAVIOR

Students shall recognize the teacher as being always the responsible authority; therefore, respect and cooperation shall be expected from each student. In addition, students shall be expected to always respect and cooperate with their peers.

PHILOSOPHY

In CCA we manage the students firmly and kindly. We are consistent believing that discipline is a process by which students are guided to develop Christ-like characteristics, each teacher maintains classroom behavior in a manner that is in accordance with Christian principles as set forth in Scripture and stated school policy.

Discipline is not something done to students, but for them. Discipline is not confined to mere external control, but each student is encouraged and guided to be internally governed by Christ through example and precept.

In an atmosphere of clear Christian standards of conduct, there is the opportunity for development of strong, stable Christian character. This is a primary goal of the Academy and always involves the parents.

PRINCIPLES

- It is vital that there be order in the classroom and that the rules of the school be upheld. This is usually considered from the viewpoint of the teacher, but it is equally important for the student because:
 - a. In a school society, it is necessary for mutual respect and order to prevail so that all students feel comfortable and content as members of the society.
 - b. A teaching-learning situation can only exist in an orderly environment in which problems do not create barriers to student learning.
 - c. Students appreciate fairness and justice. When they realize that the same behavior is expected from all members of the student body, there will be a spirit of cooperation and unity. The way that is detailed may vary, however, as every individual is different and what works with one student may not work with another.

Please, allow us the time we need to do our best quality work for your children.

- It is essential that the teacher be always in command. Rewards, incentives, and encouragement are important tools in establishing good behavior patterns. This is the positive side of discipline that creates a strong motivation on the part of the student for cooperation and voluntary conformity to the proper code of behavior and puts the teacher in command. Faculty and administration will seek to apply the Academy's rules fairly with compassion and wisdom.
- **Discipline will be progressive. If a teacher anticipates serious discipline problems, a teacher/parent conference will be held. The objective of this meeting is to obtain input from the parents, to hear suggestions from both parties, and to implement a cooperative plan with both the home and school, working together towards improvement in the behavior of the student. When this is handled before the problem becomes serious, much conflict can be averted.**
- Discipline should build self-esteem and a self-developing value system based upon the principles of the Word of God. Students should never be "put down" or demeaned before their peers. They should be taught to feel that proper behavior is their responsibility.

DISCIPLINARY PROCEDURES

It is the teacher's responsibility to maintain control in the classroom so that students can show a positive attitude by cooperation in the classroom.

It is apparent that many things that occur during the day require the teacher's appraisal of the situation. It is true that not everyone will evaluate the situation in the same way. However, it is our belief that a good understanding of the following framework will result in a sound educational environment and a more unified approach to discipline.

It is the purpose of this section to outline categories to disciplinary infractions. Within these areas, most typical offenses will be covered. Examples of the types of infractions relating to each heading are listed to provide clarity and direction in dealing with students.

Disciplinary offenses include but are not limited to the following areas:

- Inattention
 - a. Talking while the teacher is talking or during independent work time
 - b. Writing and passing notes during instruction or work time
 - c. Sleeping in class
 - d. Other
- Disturbance
 - a. Throwing or playing with objects
 - b. Tardiness

- c. Physical contact
 - d. Rowdiness
 - e. Loud talking
 - f. Other
- Minor Abuse of Property
 - a. Writing on desk
 - b. Inappropriate use of textbooks
 - c. Other

The classroom teacher will primarily address the above categories. The disciplinary actions taken by the teacher will progress in the following manner:

1. Warning and use of a classroom management system
2. Detention (1/2 of break time) will be applied when a pattern of habitual infraction is evident
3. Administrative intervention, which may often include parental contact

GENERAL POLICY INFRACTION

- Gum, Food, or Drinks in the wrong place/at the wrong time: Students shall not chew gum in any of the school buildings or eat or drink in class and other unauthorized locations without permission from the teacher.
- Dress Code: Students of Carolina Christian Academy will adhere to the dress code as outlined in the student/parent handbook. Any student not dressed in accordance with this code may be given demerits or detention, be withdrawn from the classroom (if violation warrants), then requested to change to proper attire or be sent home to change and return to school. Our uniform is a part of our school pride. We want it to be respected and followed always on campus.
- Tardiness: Refer to Attendance Policies to view disciplinary action.
- Any other policy infraction will be dealt with according to disciplinary procedures.

FLAGRANT DISOBEDIENCE

Behavior problems considered to be serious in nature requiring immediate parental and/or the Administrator 's intervention:

- Cheating: The following procedure will be carried out when dealing with a student who is involved in intentional cheating on a test, quiz, homework, or other assigned work by the teacher. This policy will also affect any student who willingly provides information for another student.

- a. The first time a student is caught cheating, the teacher will alert the administrator who will call the parents. The teacher will also require the work to be done again and the grade will be negatively affected.
 - b. The second time a student is caught cheating, the parents will be called by the Administrator, the work will be repeated, but a zero will be given for the work. In addition, the student will be placed on disciplinary probation and if this happens again, there will be suspensions and eventually the student may need to go to school somewhere else where behavior and character building is less important to the staff.
- Stealing or Major Damage to School or Personal Property: Students shall respect property and the personal property of other students, school employees and other persons. A student engaged in this type of activity will be dealt with in the following manner.
 - a. Faculty members will immediately send the student to the Administrator for disciplinary action. The student's parents will be called. The offense may result in a suspension, or expulsion from school depending on the severity of the situation.
- Drugs/Alcohol: Students will not use or have possession of tobacco, marijuana, narcotics, stimulants, vape pens, alcoholic beverages, or any other unauthorized or controlled, illegal substance or drug paraphernalia. This applies to students on campus or off campus and at any time of the year. Students not complying with this policy will receive an extended suspension or will be expelled from the Academy. The administrator will decide.
- Absence: Skipping school and/or assigned classes during the school day or leaving the campus without permission is not acceptable behavior of students at the Academy. Students should be on campus and in their assigned areas unless the Administrator, his/her designee, or their parents have given them permission. Students involved in this type of activity will be dealt with in the following manner:
 - a. The student's parents may be informed of the incident, and the student may be suspended from school.
 - b. Tests, quizzes, or other class work missed by the student will not be made up. A grade of "0" will be given for all work missed during the unauthorized absence (skipping).
- Insolence, Disrespect, and/or Insult: Students shall respect other students, faculty, and staff by always utilizing appropriate language and actions. Harassment will not be tolerated at any time. Any student engaged in this type of behavior will be sent to the Administrator. As a result of this infraction of the discipline policy, a student may be suspended (whether in-school or out-of-school) from school for a time determined by the Administrator.
- Fighting: Students may not fight or attempt to cause bodily harm to another student. If a student attempts to involve another student in a fight, the other student should walk away and report the incident to a faculty member. Students involved in fighting will be dealt with in the following manner:

- a. The student(s) will be escorted to the Administrator. The parents will be notified, and the student(s) suspended for a period of time determined by the Administrator. Both students, under most circumstances, will be disciplined when involved in a fight.
- Weapons: Possession and/or use of weapons are not permitted while on campus or at any school sponsored activity. Any student involved in this type of activity will be dealt with in the following manner:
 - a. The object will be confiscated from the student, and the student will be escorted to the Administrator 's office immediately with the object. The Administrator may suspend or expel the student from the Academy.
 - b. Students living on campus need to know any weapons they own or have in the home may not be brought to the Academy buildings or activities of the school or be out anywhere on campus.

ADMINISTRATIVE RESPONSES TO STUDENT INFRACTIONS

Level I - Detention

A student may be given a detention (punishment), which can be immediate or an accumulation of demerits (warnings), by a faculty member or the Administrator. Detentions require that the student remain after school for a period determined by the faculty member because of misbehavior. Detentions may also be served during school in some cases. Parents are responsible for the student's transportation home. The student will be given at least a 24-hour notice before an after-school detention is served. The parent will be notified of their child's detention. This measure is given, if not specifically mentioned in the discipline policy, at the discretion of the faculty member or Administrator.

- Students in detention will remain quiet and, in their seats, unless otherwise directed by the detention supervisor.
- If a student has a conflict with serving the detention for that week, they must bring a handwritten note from their parents **prior** to the detention. Parents need to include a daytime phone number.
- Students who do not report to detention as assigned or receive multiple detentions shall be assigned appropriate disciplinary action by the Administrator. This action may include suspension.

Level II - In-School Suspension

The Administrator, in conference with a teacher, can give a student an in-school suspension. On the day of the suspension, the student, upon arriving at school, will report to the Administrator. The student will be placed in a supervised, isolated situation for the entire school day. During the suspension, the student will work on assigned material that will be handed in to his/her teacher.

Level III - Out-of-School Suspension

Only the Administrator can give a student an out-of-school suspension. A suspension at this level is given in the case of a serious infraction of the disciplinary policy. The duration of the suspension is left to the discretion of the Administrator. Work missed due to an out-of-school suspension will be considered an unexcused absence, and all unexcused absence polices will apply. A record of the suspension will be maintained in the student's permanent file and follow him.

Level IV – Expulsion

The President must approve this level of disciplinary action. This level of discipline may be taken immediately without going through the other steps if the severity of the discipline problem warrants it. It is not our goal to have to have any discipline problems that reach this level, as our main purpose is to assist students in achieving their maximum capability socially, academically, and most of all spiritually. We will endeavor to work with parents in any way we can to avert this level of discipline, but it will be carried out only after prayerful consideration of all other options if the campus president deems it necessary

DISCIPLINARY PROBATION

One of the steps taken as a student continues to need of discipline is to be placed on disciplinary probation. A student is placed on disciplinary probation based upon the following factors:

- Continued, deliberate disobedience
- A rebellious spirit that is unchanged after much effort by teachers and the Administrator
- A negative attitude toward other students that may result in harm
- Committing a serious breach of conduct inside or outside the school that has an adverse effect upon the public image of the school
- Multiple detentions and/or suspensions

Disciplinary probation will include the following items:

- Disciplinary probation will extend for a minimum period of nine school weeks.
- All students are on probation upon entry into CCA. However, at the beginning of the second behavior or academic probationary period, a meeting with the parents and student will be held to review the student's current behavior, identify the problem areas, develop an improvement plan, explain the minimum expectations, and provide a written copy of the probation requirements.

- The student's behavior will be monitored during the period of disciplinary probation.
- If the student has met the expectations, the student will continue in the program. If expectations are not met, the student will be withdrawn. The president's approval is required for all dismissals. The administrator will communicate with him and with the school board.
- Any serious behavior problem that occurs during disciplinary probation will result in the immediate withdrawal of the student.
- Any student who is placed on disciplinary probation multiple times within the same school year will not be eligible to return to Carolina Christian Academy.
- Disciplinary probation can extend into the following school year to complete a probationary period.

RE-ENROLLMENT OF WITHDRAWN STUDENTS

Any student who is withdrawn (dismissed) from the Academy due to academic and/or disciplinary reasons must wait a minimum of one calendar year before making application for re-enrollment to Carolina Christian Academy. The normal admissions requirement for any new student will be used. The following three areas will also be reviewed:

1. The reason for the academic or disciplinary withdrawal (dismissal)
2. The record of behavior and performance that the student has demonstrated during the past year
3. The general reputation of the student within the community