

Carolina Christian Academy

Student Handbook 2026-2027

LETTER TO PARENTS

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.

Carolina Christian Academy is now enrolling for attendance on two campuses. 1) Our main campus is located at 367 Academy Dr. Thomasville NC consisting of administrative offices, academic classrooms for 1st through 12th grades, cafeteria, community center/gymnasium, ballfield, music hall, and several housing facilities. Our Early Learning Campus (ELC) is located at 1321 Free Pilgrim Church Rd, Thomasville, NC consisting of academic classrooms for K3- K5 grades, cafeteria, and playground areas.

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 doctrines of Scripture in the lives of our students.

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. **This handbook is not meant to be an exhaustive resource on all policies and procedures in place at CCA,** it does serve as a guide for how we operate on both campuses, and we appreciate the time you will spend reviewing it. -Dr. Christina Black, Administrator

INTRODUCTION

CCA BOARD

The President and the Board provides oversight of all campus ministries and sets all policy. Smaller committees operate out of that oversight board. The CCA board has a chairman, several members, and the campus president sits on the 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.

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.

VISION STATEMENT

Carolina Christian Academy envisions an educational community where every child is known, valued, and taught according to their God-given design. We reject the idea that "one size fits all" in education and are committed to employing exceptional teachers, implementing effective curricula, and using instructional methods that serve students of all learning styles and abilities without creating learning gaps.

We strive to support families through flexible pathways—including homeschool partnerships and the ability to offer fully online learning when needed—while continuing to integrate high-quality digital tools into our on-campus programs. Our faculty will be highly trained, continually developing, and equipped to lead with excellence.

At our core, we are unapologetically Christian. We aim to cultivate influencers and leaders who think biblically, live sacrificially, serve unselfishly, and pursue the mission of Christ in every sphere of life. Our graduates will be prepared to enter any arena of the marketplace or ministry and serve their generation with competence, conviction, and a life that glorifies God.

STATEMENT OF FAITH, by Pastor Vazquez CCA Campus Pastor

- 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).

ACCREDITATION

Carolina Christian Academy is fully accredited with the National Association of Private Schools (NAPS). Carolina Christian Academy is a member school of American Association of Christian Schools (AACS), Association of Christian Schools International (ACSI), and North Carolina Christian School Association (NCCSA).

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 general 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 in our developing sport’s program.
- 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.

ADMISSIONS

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 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

Carolina Christian Academy is interested in attracting students who are motivated to do their work

and 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 reasonably.

ADMISSIONS 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 or actively working to become so.
- Are amenable to correction, instruction and guidance.
- Want to attend Carolina Christian Academy.
- Are motivated to learn.
- Commit to doing all assignments on time.
- Have parents who are supportive of the Academy’s Statement of Faith and Statement of Purpose.
- Have parents who will faithfully meet their financial obligations. **The Christian school is the least prepared of all institutions to loan money. When bills are not paid, the school is essentially loaning funds to its families. To keep our costs reasonable, we cannot allow past due bills.** Additionally, research shows that when school families owe past due bills, they often become negative toward the school. When offering grace, we often open ourselves up to problems. We do not want to do that to you or to us. So, we will collect our school bills in a timely manner. Bills should be paid the day they are due, or you should be visiting the office to make arrangements. Please, do not wait for us to contact you.

ADMISSIONS PROCEDURE

1. The Academy Office will ask parents/guardians and older student(s) for a school tour with the Administrator. It is requested that all appointed guardians visit the school.
2. Parents and applying students grade 8-12 will review this handbook thoroughly, together.
3. Submit application and previous report card or a complete transcript from the previous school forwarded prior to admission. Please, bring this with you when coming to campus for a placement test. Let your former school know where you are transferring.
4. 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 or within 30 days of registration. Our students attend church weekly.
5. Parents will be asked to fill out the appropriate enrollment forms online.

6. Parents will be notified of acceptance by email.
7. All students should submit a birth certificate within 30 days of enrollment.
8. Proof of all immunizations required by the State of North Carolina should be provided or a religious exemption letter or health exemption waiver.

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 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 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 other school showing the grade earned if the course is to be transferred in to CCA.
5. Any homeschool, 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 all courses of this nature.

Independent work can be on a college level. When this is the case, the student will receive a heavily weighted score. The transcript will come to CCA directly from the college or university if dual enrolled. We encourage dual enrollment and will suggest it when advisable.

VALIDATING TRANSFER CREDITS

Transfer credits will be accepted if an official transcript is received.

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

While our tuition rates are competitive, we accept the NC Opportunity Scholarship to better serve our families. We also offer an in-house scholarship, SERVE, in which we exchange service hours for tuition discounts. It is our desire to make Christian education available to all.

Tuition is established on a 10-month schedule. The first payment is due August 15th, and the final payment is due upon the last day of school each year. 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 short time. Two months without any 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 consistently made.

REFUND POLICY

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

Application	The application fee is 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. The Opportunity scholarship reimbursements are set by the state.
Records	No records will be transferred, or report cards given, until the financial account is paid in full. In the event of withdrawal from CCA, a withdrawal form must be filled out and given to the school office. Upon receipt of withdrawal form, the refund policy shall apply.

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 for ways you can make a difference in your child's education. Read to your elementary child every day. Children 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. The education we offer is costing \$12,000 yearly per student. We are not charging that amount, so the rest must be raised. We appreciate and expect your help.
- Volunteer. The more help parents give teachers, the more time teachers can spend with students. Do you work full-time? There are other ways you can help. Ask the finance office what you can do. Serve families may choose a consistent job.
- Let your children know education is important; ask about their work; attend academy events; talk about how you use what you learned in school.
- 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.

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 ways you can improve discipline:

- Know and support the school's policies. Speak to issues before we need to!
- 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 in attitude, rule keeping, and truthfulness.
- Give your child a chance to take part in making decisions about what affects them.
- Be sure your child eats properly. Poor nutrition causes discipline problems.
- Have consistent homelife routines.
- Watch your child's behavior at home.
- If discipline problems occur, talk with your child. Ask what he/she did wrong and listen carefully to the answer. Be sure the child understands clearly what was done incorrectly and how he/she must change.
- Do not allow your children to break the rules before they even leave your house. Watch the uniform and behavior each morning to set the stage for a good day.

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 promptly. But, in fairness, we request that you keep these 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 should not contact the board members directly. The school board only operates as a group - never individually. The administrator will involve the president or the school board when their involvement is necessary.

2. Read and understand the handbook.

This assures the academy administration that you understand the cooperation which must exist between the academy and the home, and that you will carefully read the handbook and ensure your family follows it carefully.

PARENT'S PLEDGE

We 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 at least one time each quarter. You are welcome to email your child’s teacher.
- Talk with my child about schoolwork.
- Set a regular time and place for schoolwork (extra practice/make up work/unfinished work/study for quizzes and tests/projects). 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 at least three times weekly (grades 1-4).
- Make sure my child gets healthy meals, *enough sleep* and good exercise every day. This includes feeding him/her breakfast at home before school, sending plenty of food to school for breaks and lunches, and snacks for after care when needed.
- Love my child enough to say NO when necessary and be ready to appropriately punish my child when the school reports misbehavior.
- 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. You will know we are calling.

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 most of the time.

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:

- **Daily Devotional Time**
Each morning, immediately following the 8:00 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.
- **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 when instructed, participate in all parts of the service, sit up straight, and always remain attentive to the individual who is in charge. Our students must keep their jacket hoods down during chapels. Each student is guaranteed one chapel experience or more per month.

- **Scripture Memorization**

Scripture is at the very heart of the academy's purpose and mission. The memorization of and participation with Scripture is necessary for the spiritual growth of our students. At the beginning of each year, a list of weekly Scripture passages will be given to each student by their Bible teachers. 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 SCALE

The grade levels 1st – 12th will use the grading system shown here.

Grading Scale			
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-	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 may not always be averages. Additional requirements may include specifically prescribed work by the teacher such as a completed project or paper.

REPORT CARDS

Report cards are prepared and sent home every nine weeks. A parent/teacher conference may be arranged following the nine weeks to discuss a student's progress. Deficiency reports may be sent home at any point in each grading period to those parents whose child has a subject grade average below a C- (70). You may watch your child's grades closely on the CCA App.

RETENTION PROCEDURE

Retaining a student is an 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 does rest with the school and specifically with the administrator, it is important that the parents/guardians 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. Be aware that this decision cannot always be made early and is not only dependent on scores. We will do our best to communicate as early as we possibly can with you. Issues, however, often become apparent during third quarter when the work becomes more challenging.

ACADEMIC PROBATION for MIDDLE SCHOOL AND HIGH SCHOOL

At the conclusion of any grading period, any student who receives a grade lower than a 70% average

shall be placed on a probation:

- Academic probation disqualifies students for eligibility to take honors courses, and in some cases dual enrollment courses.
- 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.

EXAMS (GRADES 9-12)

All students in grades 9-12 will take semester exams at the end of each semester. All seniors with an A+ average (99-100) may be exempt from their second semester exams, if the teacher allows.

TESTING

Each spring semester the students will have an opportunity to complete a standardized test. CCA administers a standardized exam for grades 3-12. The purpose of this yearly test is to assess each student relative to the national progress of his/her grade and age in a similar setting. The familiarity our students gain from annual standardized testing assists those who take tests for college entrance. Grade 11 will take the ACT exam on campus, dictated by the state.

GRADUATION REQUIREMENTS, updated 2025

CCA offers several tracks of study. 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 administrator and the student's parents or guardians. Transfer students must complete at least 5 credits at CCA before receiving our diploma. To qualify for early graduation, a student must complete requirements for the Honors College Preparatory Diploma.

- GENERAL PATHWAY= 22 Credits
Meets and exceeds accepted high school graduation requirements.
- COLLEGE PREP PATHWAY = 24 Credits
Meets and exceeds accepted high school graduation requirements.

- **HONORS PATHWAY = 26 Credits**
Builds on the College Prep program by requiring additional honors and/or college classes and a 3.67 GPA or higher.

VALEDICTORIAN REQUIREMENTS

- The Class Valedictorian must maintain an A average.
- Honors or college level will always be the first choice for valedictorian. This is due to the level of work required.
- Honors Pathway students will always be selected over College Prep Pathway students, and College Prep students will always be selected over Career Ready students. This is due to the level of work required.
- The Class Valedictorian must complete at least a portion of two different school years and complete the required number of course credits at CCA. If at any time a student who has completed all 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. The valedictorian must be able to speak publicly during commencement.
- A Class Salutatorian with acceptable scores may be selected by the administrator when there is a need for a subjective decision.

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. When a student misses more than 18 school days, it is considered chronic absenteeism and summer school work and fees will apply before the student can pass.

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 school will count the absence as unexcused. Notes are placed on file, so please, do this in addition to texts/calls. All notes must be collected within 3 days of the student's return to school. Notes may not be accepted after that time.

When a family has a record of excessive absences the previous year, the next school year that family may be required to submit only notes from a medical health professional.

As a courtesy, you may receive communication from the front desk when you have reached 10 unexcused absences, which is the highest number of unexcused absences allowed.

2. Emergency: This would include illness at home, death in the immediate family, and other true emergencies. A note from a parent is required specifying the reason for the absence.
3. Personal Circumstances and Family Trips (personal days): We like to limit personal days to two per school year/per student. It is best practice to arrange personal days ahead of time. When students take personal days, the teachers will give the student his missed work upon his return to campus. The student has one full week to submit the work completed. Students in grades 8-12 are responsible to ask for the missed work without reminder.

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 immediately upon return, unless the teacher has provided prior approval to the student for an extension. If a student has a suspension, their make-up work falls under this same policy. The teacher will watch for a pattern of a student missing quiz and test days and the student may not be allowed to take the exam when a pattern has emerged.

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 the absence is considered unexcused and the policy for make-up work for unexcused absences will apply. Decisions about absenteeism are made by the administrator. When a student misses more than 18 school days, it is considered chronic absenteeism and summer school work and fees will apply before the student can pass.

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 3 unexcused absences within a quarter for school days or school functions, the administrator will be in touch as

there must be a consequence for undisciplined school attendance.

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 front desk office. The receptionist will notate if the late arrival or the missed classes are excused or unexcused. Any exceptions are made by the administrator.

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 with the administrator's permission. This includes going out to a vehicle.

Early dismissals are not allowed between 2:00 and 2:30. If you need to pick your child up early, you must do so before 2:00 PM. Early pick-ups during school closing will be counted as tardies. Six tardies or early departures will be counted as one unexcused absentee and count against the total.

TARDINESS TO INDIVIDUAL CLASSES (GRADES 8-12)

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 potentially include the parent or guardian. The office staff will communicate.

TARDINESS/EARLY DISMISSAL

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 him/her later in life. A student is tardy if he arrives 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. An accumulation of 6 unexcused tardies will be recorded as unexcused absentees.

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 Desk.

After a student receives six tardies, the administrator will be alerted by the office staff or teacher and the family will be contacted. CCA reserves the right to count 6 tardies as 1 absentee.

INCLEMENT WEATHER PROCEDURE

We will notify each parent/guardian of any closings or delays. Plans will be placed on FACTS, 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 from your home area.

Weather conditions vary from city to city and county to county; therefore, parents and guardians 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 for that day. Make-up days will be announced well in advance, and all school families are expected to cooperate with special, assigned snow- day work.

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.
- Extremely loud noise, distracting activities, and improper manners are not permitted.
- The PE uniform is the dress code for all field trips unless you are otherwise informed.
- Parents may keep students at home on field trip days with an excused absence. Please, explain ahead of time so the teacher can plan accordingly.
- 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 but seldom do we need additional signatures.

COMMUNICATION

VISITORS

Guests are welcome to visit the academy providing that permission from the administrator is obtained in advance. Guests 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 with the permission of the administrator. 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.

Parents must 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, relatives, 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, and the rule also applies to staff and faculty.

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. We request that family issues, which may be negative, not be communicated by phone to the students within the school day. Issues and bad news should be addressed at home.

Students will be held accountable for any information stored on any electronic device including but not limited to pictures, text, and music. When caring adults provide screen shots of students of CCA interacting inappropriately on the phone with each other after hours, the school retains the right to be involved and correct the issue. Students of CCA may not create text or social media groups that do not include an adult.

High school students are required to bring and use laptops and tablets in classes and study halls when asked. All activity on these devices must be approved by the adult supervisor in the room. CCA will rent a device when needed. Students may not use these devices to communicate with each other

during the school day.

UNIFORMS

As a Christian school, Carolina Christian Academy partners with parents to teach students to honor Christ in every area of life, including their appearance. Students are expected to dress modestly, neatly, and appropriately while attending school and all school-sponsored activities.

All students in grades K3–12 must follow the CCA dress code while on campus or participating in any school activity. Students attending school events as spectators should also dress in a manner that reflects the modesty and professionalism expected at CCA.

CCA uniforms promote modesty, unity, and a professional appearance. Families are responsible for ensuring students arrive at school in proper dress code each day. Uniforms may be checked by teachers, office staff, and administration. Repeated dress code violations will result in parent contact.

If a student cannot wear the complete uniform, a parent must notify the school at the beginning of the school day and provide an explanation. The student should dress as closely as possible to the required uniform. Students who do not comply with the dress code or provide an acceptable explanation may be required to return home.

GENERAL GUIDELINES

Personal Appearance

Students should arrive at school clean, well-groomed, and wearing clothing that is clean and in good condition. Uniform items that become faded, torn, stained, damaged, or no longer fit properly should be replaced promptly.

Shoes

Athletic shoes with closed heels are required. Crocs, flip-flops, slides, and open-heeled shoes are not permitted. This request is made by the fire marshal. Shoes must remain tied and secure at all times. We understand that young students may not be able to tie their own shoes. We kindly suggest that they wear shoes that fasten differently until they have learned to tie them as needed.

Outerwear

Approved CCA jackets and spirit wear may be worn in class. Students may wear a plain black coat outdoors during cold weather. Hoods may not be worn in chapel or when requested to be removed by a staff member.

Jewelry & Accessories

Hats, caps, sunglasses, smart watches, and jewelry are not permitted during the school day. Girls may

wear one set of small, simple stud earrings. Tattoos must remain covered while on campus and during school activities.

UNIFORM REQUIREMENTS

Tops

Students must wear either:

- A CCA monogrammed polo (required on chapel days)
- A CCA graphic tee purchased through the school store.

Visible undershirts or layers must be solid black.

Outerwear

Only approved CCA jackets, spirit wear, or a plain black outdoor coat may be worn.

Bottoms

Boys: Black pants. Sweatpants are not permitted.

Girls: Black MOD skirt or approved black athletic skirt with built-in leggings. Skirts must remain below the knee while sitting and standing.

If separate leggings are worn, they must be solid black with no patterns, logos, or stripes.

Belts

A solid black belt is required whenever pants have belt loops and the polo shirt is tucked in.

GROOMING STANDARDS

Boys

- Hair must be neat, off the ears and collar, and above the eyebrows.
- Extreme hairstyles, unusual cuts, and unnatural hair colors are not permitted. No sudden color changes during the academic year.
- Students must be clean-shaven. Seniors may maintain neatly groomed facial hair as a privilege.
- Nails must be clean, trimmed, and free of nail polish.

Girls

- Hair must be neat and kept in natural-looking colors. No sudden color changes during the academic year.
- Makeup may be worn in a natural style.
- False eyelashes, acrylic nails, and press-on nails are not permitted.
- Nail polish is permitted.
- Nails should be kept clean and at a short, functional length.

GENERAL CONDUCT

PARKING/DRIVING REGULATIONS

All drivers are requested to use parking spaces and not block any entrance or driveway, even temporarily. Because of the gym size and number of event visitors to that building, we are required to have several handicapped parking spaces. On regular school days, please, reserve at least one parking space on the left of the academy front doors for handicapped drivers, and the spaces to the right of the front doors for teachers and staff.

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 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. Students will park to the left of the front doors to stay out of the way at ride time.

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 student's vehicle is strictly prohibited on campus.

Students are not to stay in their car past 7:30 AM when they arrive at school in the morning or go to their cars during the day without permission from the front desk. If there should be an accident in the parking lot, we would not want a student sitting in a car. Please, come immediately indoors. Do not arrive before 7:30 without permission.

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. Going around to the car park during lunch is not permitted without specific permission by the front desk, and in this case the student would sign out and back in for accountability.

No student should leave the campus in his/her vehicle during school hours for any reason without permission from the administrator. If there are any issues following this privilege, the student will not be allowed to try leaving again for any reason until the following school year. It is our hope he/she will have learned his/her lesson and grown up some since the previous year.

SCHOOL DROP OFF AND DISMISSAL INSTRUCTIONS

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

- All traffic moves in a set direction. Do not enter or exit differently from the flow of traffic established by the academy. This includes anyone who may be arriving late or leaving early. No one should 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. Any student who is not picked up at ride line time goes automatically into aftercare. We make no exceptions. Students may not opt out of aftercare when a parent is late following dismissal. Please, do not call to ask for an exception.
- You are requested not to leave your car while in the drop off/pickup lane or come into the building without an appointment. We require appointments, however, and will take all the time you need when you do come in to see us. If you have an emergency, please, be prepared to wait near front desk until we can serve you.
- If you have arranged to come into the school buildings, please, park in one of the actual designated spaces before entering the buildings. Please, make appointments the day prior before visiting the offices. Sign in before going beyond the front desk.
- We request that you do not allow ELC children to cross a parking lot alone. You must physically stay with the 3-5 year olds and sign them in and out in person.
- If you are late (after 3:00) it will be your responsibility to park and come in to get your child from the aftercare teacher. The aftercare teacher's number is posted near the front door of the academy and music hall buildings. Call that number if in question concerning the location of your child during pick up (3-5:45 PM).
- 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/offices as soon as dismissed and not stay in the school building past 3:00. When in the building they must be with parents. They may not wander the school.
- The school is closed after 3:00 to all students unless they have approval by a teacher or staff member 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 or the child/ren are with their parents.

PROPERTY

ACADEMY PROPERTY

The academy property includes all buildings, grounds, buses, and other vehicles or equipment used for CCA.

The following areas are "off limits" to students:

- Other student's desks/lockers (even for birthdays or jokes you must get staff permission)
- Teacher's desks and files
- Classrooms at undesignated times of the day (then it must be 3 or more students)
- 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. We must be able to see you.
- All offices of CCA

Marked on, defaced, or broken property is to be replaced/repared at the offending student's expense. CCA is careful to maintain a beautiful school. Please, take care of it.

PERSONAL PROPERTY

All the personal belongings of a student are considered personal and are not to be shared with other students without permission from the teacher. Students may not manipulate one another with toys or belongings.

Personal property should be of a positive nature in appearance. 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 requests 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, flares and fireworks are prohibited. Any item in question will be subject to the teacher's discretion. Students may not threaten one another or joke about safety. Students are expected to respect the decision of the teacher or the administrator. Punishment may be appropriate and will include the parents or guardians.

There should be no consistent borrowing from another student. All money, writing equipment, math instruments, and calculators are the student's personal responsibility. If you borrow twice you need to buy your own.

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, lockers, desks, backpacks, gym bags, purses, lunch containers, pockets, or any other receptacle regardless of owner (you will not be informed)
- 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 or classroom teacher assigns lockers to some students. Others may have hooks, crates, cubbies, or other areas for personal items. Lockers and personal storage areas are to be always kept neat and clean. Never leave food in your personal storage space when school is dismissed. 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 or on the locker that will deface it. Personal locks are not permitted on lockers unless a key is given to the front desk secretary. Stickers, notes, and or writing are not permitted on lockers inside or outside without permission; magnets are always permitted. No open drinks should be stored. 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- without permission.

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 buildings during school hours.

FIRE DRILLS

Fire drills are conducted monthly. Evacuation routes are posted. Students and staff should know these routes. Teachers will review this at the beginning of each school year.

The guidelines listed below should be followed for drills:

1. Students walk quickly and quietly out of the building in a single file line to the nearest exit.
2. The classroom teacher leads the class.
3. Students and teachers are to walk to their designated areas outside.
4. Teachers are to take roll (or head count) to be sure all students are present.
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. Activate alarm and security app, which within the app will automatically call 9-1-1.

2. Use a 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 completely quiet in the main 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. Students may not touch unless teacher directed or permitted because of a game etc.

LANGUAGE

Students should speak only words which glorify God and edify others. The use of profanity and substitute swear words (slang) is forbidden. The use of vulgar or suggestive words and jokes, sexual innuendos, and derogatory comments of any kind are not allowed. 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.

Gripping and complaining are not tolerated.

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 Tik Tok, Snapchat, Instagram, Facebook, 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 even outside of school.

MUSIC/ELECTRONIC DEVICES

Only Christian music (music in which the 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 to 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. If the whole group is listening, the feelings of all in the room will be considered.

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
- Guests

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 by our staff are intended to minimize the likelihood of any harm to students, staff, and faculty.

OWNERSHIP

Most 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.

When students use their own devices, they must remain open to faculty and staff direction or re-direction. They should never need to be reminded again. In the event that students ignore teacher direction regarding the use of personal electronic devices, those devices may be confiscated and held by the administrator until a parent is able to collect and sign for the device.

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 anything 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. Google accounts are the standard space to use.
6. Students are responsible for the type of information accessed.
7. Students are only allowed to use their personal electronic devices under the direct supervision of a staff member, and only while in a classroom or study hall. Electronic device usage is not permitted in the gym, cafeteria, or hallways.

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.

Upon enrollment students must abide by the terms set forth in the computer policies as stated in this handbook.

Students must use devices with the screen visible to staff and students may not use the computer lab in isolation (3 people required).

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 (1 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 President, Dr., Pastor, Mr., Mrs., Ms., or Miss. This

reflects respect for the status someone has earned through appointment, time, diligent work or relationship.

- 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 gender. This rule has been repeated elsewhere in this document.
- The focus at CCA is on personal Christian growth and academics; therefore, dating 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 at school functions. No physical demonstrations of affection are allowed on campus during the school year.
- Students who wish to extend any kind of party invitations to their peers must invite their entire class if the invitation is passed out 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 the school 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 to the administrator.

CCA maintains both Bullying Harassment and Sexual Harassment policies that are available upon request from the office. We tolerate no consistent, targeted 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 not allowed. Recess ends at the teacher's designated time or notification (grades K3-7). There is to be no loitering in the restrooms and no backpacks are allowed in the restrooms. Personal items are provided in the ladies' restroom.

Some classrooms, 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, staff, and faculty are expected to throw trash away even if it does not belong to them. Never walk by trash. Should a spill occur, the student should make a reasonable attempt to clean it up and should also notify a staff member who will inspect the area and further assist as needed. No one should walk away from or past a mess.

The school provides hot lunches daily; students are to bring their own lunch or order the night before on FACTS. All lunches must be paid for ahead of time. CCA charges no lunches for any reason.

If a student forgets their lunch, the school will provide a free peanut butter (if no allergies) and/or jelly sandwich. After 10 emergency lunches have been given, there will be a charge for each additional one. Parents will be notified any time their child arrives without a lunch or with a lunch that is not sufficient.

Students are responsible for keeping the dining areas neat and clean. The schedule for cleaning the tables and floor (ground too) will be given to the teachers by the principals. Clean-up is supervised.

CLASSROOM LIBRARIES

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 and textbooks are to remain inside the academy building unless properly checked out to the student by the teacher.

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

MEDICATION POLICY

Students have a "Personal Data Page" filed with their digital permanent record. These information spaces contain the following:

- Basic medication permitted by parents/guardian. The specific medication form 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 always 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. When we call, we expect an answer. We also expect parents to show up within one hour when a campus visit is needed.
- 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 and oils.
- The parent/guardian must have 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 (grades 1-10). Upper classmen may self- deliver medication to the front desk.
- The teacher in cooperation with the school nurse and/or front office staff will keep all medication in a safe, locked location.
- Any medication given must be recorded on a Medication Report Form.

ILLNESS PROCEDURE FROM THE SCHOOL NURSES

If a child exhibits symptoms of a contagious illness, has a fever, experiences nausea or vomiting, or sustains an injury that appears to require medical attention, the school receptionist will contact a parent or guardian and request that the child be picked up immediately. Children who have a fever must remain at home and may not return to school until they have been fever-free for at least 24 hours without the use of fever-reducing medication. If your child experiences a fever or vomiting during the night, they should not attend school the following day. Please do not administer aspirin, acetaminophen (Tylenol), ibuprofen, or any other fever-reducing medication and then send your child to school, as the medication may temporarily mask symptoms and the fever may return within a few hours, increasing the risk of spreading illness to other students and staff. Any student with a temperature of 100.4°F (38°C) or higher will be sent home and may not return to school until they have been fever-free for at least 24 hours without medication. Students are allowed up to 10 sick days per school year.

STUDENT BEHAVIOR

Students must recognize the teacher as being always the responsible authority; therefore, respect and cooperation will be expected from each student. In addition, students will 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. Each teacher has a classroom management plan that must be respected.

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 cooperation, 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 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 unless the child is unduly spoiled. The way guidance and correction are detailed may vary 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. Ask for our perspective and feel free to offer suggestions.
- 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 the school, working together toward improvement in the behavior of the student. When this is handled before the problem becomes serious, much conflict can be averted.
 - Discipline/correction 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. We discipline in private and praise in public.

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. Every classroom teacher must have and maintain a clear and simple classroom management system.

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 of 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 for communication 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. Graffiti in restrooms
 - c. Inappropriate use of textbooks
 - d. Other

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

1. Warnings and use of a classroom management system
2. A missed 1/2 of break or fun time may 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 (wrong kind in the wrong place or 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 specific 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 will be assisted toward a correction of the infraction, 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 when students are in school or participating in a school event. If uniform pieces must be

purchased during the school day, the uniform will be added to the school bill. **Check your child/ren before they leave the house to avoid unnecessary charges.**

- Tardiness: Refer to Attendance Policies
- Any other policy infraction will be dealt with according to classroom or administrative 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 may 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 could 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 may call the parents. The teacher will also require the work to be done again, and the grade may be negatively affected. Use of AI for assignments is only allowed at the teacher's direction. When it is used without permission- that is considered cheating.
 - b. The second time a student is caught cheating, the parents will be called by the administrator, the work will be repeated, and a zero may be given for the work even when finished. In addition, the student may be placed on disciplinary probation and if this happens again, there will be suspensions and eventually the student may need to go to school elsewhere.
 - c. Stealing or Major Damage to School or Personal Property: Students must respect CCA 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:
 - d. 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 work detention, a suspension or an expulsion from school-depending on the severity of the situation. In non-violent cases, the student may just need to work to pay for damages.
- Drugs/Alcohol/Other: Students will not use or have possession of tobacco, marijuana, narcotics, stimulants, vapes, alcoholic beverages, or any other unauthorized or controlled, illegal substance or drug paraphernalia, on or off campus. The president will be presented with an essay (500 words), written by the student about the harm of substance use. The student will need to submit to testing to ensure he/she remains clean. All this process will be accompanied by counseling and prayer. As an aid in this area, the school has detectors.

- 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 to be elsewhere. Students involved in any type of truant 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 or expelled 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, threat, and/or insult: Students shall respect other students, faculty, and staff by always utilizing appropriate language and actions. Fear tactics, harassment, intentional embarrassment or bullying 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) for a time determined by the administrator in cooperation with the student's family. The length of time is typically 10 days but may be longer if the administration considers the student a threat of any kind to the physical, mental, and emotional safety of the student body.
- Fighting: Students at CCA are to keep their hands to themselves unless the assigned activity, which includes touching, is teacher directed (such as a game of tag). They certainly 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 will be punished for starting or finishing fights. At CCA the staff take care of this type of issue. 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 time determined by the administrator. Both students, under most circumstances, will be disciplined when involved in a fight.
- Weapons: Possession, threat of, 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, if found, will be confiscated from the student, and the student will be escorted to the administrator's office immediately with the object. The administrator reserves the right to suspend or expel the student from the academy.
 - b. Students, even those living on campus, need to know any weapons they own or have in their home may not be brought to the academy buildings or to activities of the school and may not be in their vehicles or be seen anywhere on campus.

ADMINISTRATIVE RESPONSES TO STUDENT INFRACTIONS

Level I – Visit to the administrator’s office

A student may need to experience a consequence, which can be immediate for a serious problem or for an accumulation of warnings by faculty members or the administrator for less serious infractions. An example of a consequence is the student remains after school for a period determined by the faculty member because of a misbehavior. Consequences may also be applied during school. Parents are responsible for the student’s transportation home when disciplinary action causes a student to be dismissed late. Occasionally a student may need to serve a work detention. 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 only at the discretion of the administrator.

- Students in an in-school suspension or work detention will remain quiet or at work on the school property. Students will be supervised during these times.
- If a student has a conflict with serving an in-school suspension or work detention, the school must receive a note from the parents **prior** to the arranged time.
- Students who do not report to in-school suspensions or work detentions as assigned or receive multiple in-school suspensions or detentions will be assigned appropriate disciplinary action by the administrator. This action may include out of school suspension or other punishment as approved by the guardians.

Level II - In-School Suspension or Out of 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. This is reserved for behavior issues that are not in any way safety issues.

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 or because of a significant interruption to the flow of the school day from behavior or safety issues. 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 policies will apply. A record of the suspension will be maintained in the student’s permanent file and follow him.

Level III – 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 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, and it will be carried out only after prayerful consideration of all other options when the campus president deems it necessary.

DISCIPLINARY PROBATION

One of the steps taken as a student continues to need discipline is to be placed on disciplinary probation.

A student is placed on disciplinary probation based upon, but not restricted to the following factors:

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

Disciplinary probation will include the following items:

- Disciplinary probation will extend for a minimum period of six school weeks.
- All students are on probation upon entry into CCA. However, at the beginning of the second probationary period due to behavior or academic issues, 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 he with the school board.
- Any serious behavior problem that occurs during disciplinary probation could result in the immediate withdrawal of the student.
- Any student who is placed on disciplinary probation multiple times within the same school year may not be eligible to return to Carolina Christian Academy.
- Disciplinary probation can extend into the following semester or school year to complete a probationary period.

CCA DISCIPLINARY APPEAL PROCESS

Carolina Christian Academy only accepts appeals for 10-day suspension and/or expulsion cases. Otherwise, CCA works with parents throughout the disciplinary process at all levels and promotes respectful, open communication. A parent should first raise any concerns with the teacher, then the principal, and finally with the administrator. In most situations, the administrator's decision is final. The administrator also consults a Campus Disciplinary Committee (CDC), which provides advice and support on disciplinary matters.

In the case of a 10-day suspension or expulsion, parents may request an Appeals Hearing within three (3) school days of receiving the 10-day suspension or expulsion. A written explanation (by email or letter) along with any supporting information for the appeal should be submitted to the school office, addressed to the CCA Administrator.

After the written Request for Appeal is received from the parent or guardian, the CCA administrator will submit the appeal to the CDC appointed to the case, and the CDC will then investigate to determine its merit. At the conclusion of the (CDC) review, one of the following actions will occur within ten (10) school days.

- The CDC will send a letter and/or email to the parent/guardian denying the appeal.
- The CDC will send a letter and/or email to the parent/guardian approving the appeal.

A parent can only appeal to the CCA board after considering all other options. To move forward, a meeting with the CCA president is necessary, and the appeal request must be submitted to the president upon the request of the school administrator, the CDC, and the parent—all three must agree. Once the president approves the appeal, it can then be presented to the board by the president.

RE-ENROLLMENT OF WITHDRAWN STUDENTS

Any student who is completely dismissed from CCA due to academic and/or disciplinary reasons must wait a minimum of one full semester before making application for re-enrollment to Carolina Christian Academy. The same one semester wait policy applies to any student/parents/guardians who left the school in a publicly negative manner. 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 or dismissal.
2. The record of behavior and performance that the student (or his/her family) has demonstrated during the past semester.
3. The general reputation of the student or his/her family within the community.

FINAL NOTE

CCA is a ministry to local families, and the relationship between the school and the student is almost

always successful and strong. 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.

Though we can not create a handbook that covers everything, we trust this document is a good starting point for our cooperative effort in the Christian education of your child!

Blessings!

The CCA Team