

INTRODUCTION AND GREETINGS

A WORD FROM THE PRINCIPAL

The conviction in operating a private 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.*” (Emphasis added.)

Teaching is training. Training for life must include training for eternity.

The Christian school is an extension of the Christian home in training young people for time and eternity in a Christian environment. The school staff works closely with parents to train the whole child.

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

CCA is a ministry to local families. As a ministry, this institution has goals and objectives, which can be fulfilled only through a planned course of study characterized by certain Biblical principles involving you, your child, and our united Christian cooperation.

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. Such times may cause personnel to look upon these moments of difficulty as opportunities to work more closely with your family 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 life.

Ronald A. Coleman, Principal

TABLE OF CONTENTS

I.	OBJECTIVES.....	5
1.	BOARD OF DIRECTORS AND PRINCIPAL.....	5
2.	STATEMENT OF PURPOSE.....	5
3.	STATEMENT OF FAITH.....	5
4.	MISSION STATEMENT.....	6
5.	INSTRUCTIONAL BELIEFS.....	6
6.	EDUCATIONAL PHILOSOPHY STATEMENT.....	7
7.	EDUCATIONAL OBJECTIVES.....	8
II.	ADMISSIONS.....	10
1.	ADMISSION POLICY.....	10
A.	NON-DISCRIMANTORY POLICY.....	10
B.	CHURCH ATTENDANCE.....	10
C.	CHRISTIAN FAITH.....	10
D.	MORALITY.....	10
E.	ADMISSIONS PHILOSOPHY.....	11
F.	ADMISSION STANDARDS.....	11
2.	ADMISSION PROCEDURE.....	11
3.	CORRESPONDENCE/INDIVIDUALIZED STUDIES.....	12
4.	VALIDATING TRANSFER CREDITS.....	12
5.	TUITION.....	13
A.	TUITION SCHEDULE.....	13
B.	REFUND POLICY.....	13
6.	PARENTAL INVOLVEMENT.....	14
A.	MAKE A DIFFERENCE.....	14
B.	PARENT TEACHER FELLOWSHIP (PTF).....	15
C.	HONOR THE ACADEMY.....	15
D.	PARENT'S PLEDGE.....	16
E.	CHILD ABUSE AND NEGLECT POLICIES.....	16
F.	SEPARATED AND DIVORCED PARENTS.....	17
III.	ACADEMICS.....	17
1.	CHRISTIAN CHARACTER.....	17
A.	DAILY DEVOTIONAL TIME.....	17
B.	WEEKLY CHAPEL SERVICES.....	17
C.	WEEKLY SCRIPTURE MEMORIZATION.....	18
2.	DAILY SCHEDULE.....	18
3.	GRADING SYSTEM.....	19
4.	HONOR ROLL.....	19
5.	RETENTION PROCEDURE.....	19

6.	STUDENT PROGRESS REPORT & REPORT CARDS.....	20
7.	ACADEMIC PROBATION (GRADES 3-12).....	20
8.	EXAMS (GRADES 9-12).....	21
9.	STANFORD TESTING.....	21
10.	GRADUATION REQUIREMENTS.....	21
11.	VALEDICTORIAN REQUIREMENTS.....	21
IV.	POLICIES & PROCEDURES.....	22
1.	ATTENDANCE POLICIES.....	22
2.	EXCUSED ABSENCES.....	22
3.	MAKE-UP WORK FOR EXCUSED ABSENCES.....	23
4.	UNEXCUSED ABSENCES.....	23
5.	MAKE-UP WORK FOR UNEXCUSED ABSENCES.....	24
6.	EXCESSIVE ABSENCES.....	24
7.	CHECK-IN AND CHECK-OUT PROCEDURES.....	24
8.	TARDINESS TO INDIVIDUAL CLASSES (GRADES 7-12).....	25
9.	TARDINESS TO SCHOOL ARRIVAL (K-6).....	25
10.	TARDINESS TO SCHOOL ARRIVAL (7-12).....	25
11.	INCLEMENT WEATHER PROCEDURE.....	26
12.	FIELD TRIPS.....	26
13.	COMMUNICATION.....	26
	A. VISITORS.....	26
	B. CELL PHONES AND ELECTRONIC DEVICES.....	27
14.	UNIFORMS.....	28
	A. GENERAL APPEARANCE.....	28
	B. BOY'S UNIFORMS.....	29
	C. GIRL'S UNIFORMS.....	29
15.	GENERAL CONDUCT.....	30
	A. PARKING/DRIVING REGULATIONS.....	30
	B. SCHOOL DISMISSAL INSTRUCTIONS.....	30
16.	PROPERTY.....	31
	A. ACADEMY PROPERTY.....	31
	B. PERSONAL PROPERTY.....	32
	C. LOCKERS.....	32
17.	BUILDING SECURITY.....	33
18.	ASBESTOS NOTICE.....	33
19.	FIRE DRILLS.....	33
20.	HALLWAY TRAFFIC.....	34
21.	LANGUAGE.....	34
22.	SOCIAL MEDIA.....	34
23.	COMPUTER RESOURCE POLICY.....	34
	A. OWNERSHIP.....	35
	B. SCOPE AND DEFINITIONS.....	35

- C. STUDENT POLICIES..... 35
- D. INTERNET POLICIES..... 36
- E. ACKNOWLEDGEMENT/ACCEPTANCE..... 36
- 24.SOCIAL LIFE..... 37
 - A. SOCIAL RELATIONSHIPS..... 37
 - B. HARASSMENT POLICIES..... 38
 - C. RECESS/LUNCH..... 38
- 25.MUSIC/ELECTRONIC DEVICES..... 39
- 26.MEDIA CENTER/LIBRARY..... 39
- 27.MEDICATION POLICY..... 40
- 28.ILLNESS PROCEDURE..... 41
- 1. V.STUDENTBEHAVIOR..... 42
 - 1. PHILOSOPHY..... 42
 - 2. PRINCIPLES..... 42
 - 3. DISCIPLINARY PROCEDURES..... 43
 - 4. GENERAL POLICY INFRACTION..... 44
 - 5. FLAGRANT DISOBEDIENCE..... 46
 - 6. ADMINISTRATIVE RESPONSES TO STUDENT INFRACTION... 48
 - A. RE-ENROLLMENT OF WITHDRAWN STUDENTS..... 50
- V. ENROLLMENTAGREEMENT..... 52

I. OBJECTIVES

BOARD OF DIRECTORS AND PRINCIPAL

Carolina Christian Academy Board of Directors is composed of eight members. These members are elected by the Carolina Christian Academy Association membership. The members are elected to a three-year term and may be re-elected.

The Carolina Christian Academy Board of Directors assumes responsibility for the school and establishes policies in its behalf. The Board entrusts the operation of the Academy and the quality of instruction to the Principal, who is responsible to the Board. 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 person, spiritually, mentally, and physically. We believe Jesus Christ is the Savior of the world, and we purpose to lead each person to salvation through the blood of Jesus Christ. We are committed to share Christ's love, His life, His death and resurrection as man's only means of salvation, attainable through personal redemption and faith.

We promote Christian living in the home and school as the ideal setting for quality education and the development of healthy minds and bodies.

STATEMENT OF FAITH

1. We believe the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God. (II Tim. 3:15, II Peter 1:21)
2. 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)
3. 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).

4. We believe in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature; and that 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).
5. We believe in the bodily resurrection of the dead, of the believers to everlasting blessedness and joy with the Lord, of the unbelievers to judgment and everlasting separation from God (I Cor. 15:51-54).
6. 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).
7. We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a Godly life (Rom. 8:13-14; I Cor. 3:16, Eph. 4:30; Eph. 5:18).
8. We believe in the Wesleyan-Armenian position of an unlimited atonement, the witness of the Spirit, and the entire sanctification of the believer as a second definite, instantaneous work of grace.
- 9.

MISSION STATEMENT

The mission of Carolina Christian Academy is to assist in developing students spiritually, academically, emotionally, and physically by providing a Christian education in a traditional educational setting.

INSTRUCTIONAL BELIEFS

1. We believe that the Bible is foundational to all truth and should be integrated in all subject areas.
2. We believe that students are uniquely designed with spiritual, intellectual, physical, and social gifts and therefore possess various learning styles.
3. We believe the school should be committed to continuous improvement.
4. We believe that students who are enrolled at Carolina Christian Academy can meet high academic expectations.

5. We believe that curriculum design, instructional strategies, and learning activities should be based on distinct goals and challenging expectations for student achievement.
6. We believe that a variety of appropriate and relevant instructional approaches and methods of assessment should be provided in order to meet the various learning styles of students.
7. We believe students can become confident, intrinsically motivated, life-long learners.
8. 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.
9. We believe that students will be able to demonstrate their understanding of essential knowledge and skills by the use of 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 relation with His Truth.

Carolina Christian Academy functions in a complementary role with the Christian home to provide in an educational setting, opportunities which 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 the earth, physical and biological science, will appreciate the world God has made, and will apply this knowledge and appreciation in wise use of resources.
 - d. Students will understand the facts and flow of human history and current events, and interpret them in the light of God's plan for mankind.
 - e. Students will be taught the facts and flow of American history, the basic principles of democracy, and the heritage of sacrifice that has made America free.
 - f. Students will be afforded the opportunity to develop skills in appropriate fine arts, will be encouraged to appreciate the artistic expression of others, past and present, and will be encouraged toward creative self-expression.

- g. Students will understand the full range of career opportunities available to lead a productive life within God’s plan and will be guided toward matching their aptitudes and skills with those opportunities. Emphasis will be placed on being sure they are following God’s plan for their life.
- h. Students will have the opportunity to become acquainted with computer skills that will enable them to effectively function in a technological society.
- i. Students will acquire skills in reasoning, academic investigation and in creative and critical thinking.
- j. Students will be given opportunities to apply the skills that have been taught in each subject area.

3. SOCIAL (Favor with Man) “No man liveth unto himself” (Romans 14:7a)

- a. Students will be taught respect for parents and courtesy and love for the whole family, and will assume responsibility within the family unit.
- 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.
- b. Students will be taught to form desirable habits in the care and grooming of the body, and will be taught to develop respect for the body as the temple of the Holy Spirit.

5. EMOTIONAL (Wisdom) “For God hath not given us a spirit of fear, but of power and love..... (I Tim. 1:7)

- a. Students will recognize the Christ-controlled personality as the source of true happiness.
- b. Students will develop a continuous desire for learning.

II. ADMISSIONS

ADMISSION POLICY

NON-DISCRIMINATORY POLICY

Carolina Christian Academy admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate in the administration of its educational policies, admissions policies, and other school administrative programs.

CHURCH ATTENDANCE

It is expected that as a parent you and your child will attend a Bible-believing church on a regular basis.

CHRISTIAN FAITH

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

MORALITY

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

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

ADMISSIONS PHILOSOPHY

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

ADMISSION STANDARDS

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

1. Are socially and emotionally well adjusted.
2. Are amenable to correction and instruction.
3. Want to attend Carolina Christian Academy.
4. Are motivated to learn.
5. Have parents who are supportive of the Academy’s Statement of Faith and Statement of Purpose.
6. Have parents who will meet their financial obligation.

ADMISSION PROCEDURE

1. It is requested that both parents will visit the school.
2. Parents and applying students will review this handbook thoroughly.
3. Submit application and previous report card including a complete transcript from their previous school forwarded prior to their admission.
4. The Academy Office will call both parents and student(s) for an interview with the Administration.
5. Submit a pastoral referral form from your current pastor.
6. Parents and student(s) will be asked to fill out the appropriate enrollment forms.

7. Parents will be notified of acceptance.
8. Submit a Medical History form.
9. A medical form must be filled out by a physician and submitted to the school office. All students must submit a birth certificate. Proof of all immunizations required by the State of North Carolina should be provided or a waiver be submitted.

CORRESPONDENCE/INDIVIDUALIZED STUDIES

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

1. Request, in writing, the course you are wishing to take.
2. Give your reason for requesting this course work.
3. List where it will be taken from and what text will be used as well as the type of evaluation materials that will be used.
4. You will need to file with the office a copy of the form from the correspondence school showing the grade earned.
5. Any independent or individualized study course will have to have specific guidelines in writing and the signed approval of the Principal before starting the course work.
6. The Principal must approve ahead of time all courses of this nature and if necessary the Principal will contact the Board for their approval also.

VALIDATING TRANSFER CREDITS

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

1. Home school transfer credits will be accepted with conditional enrollment based upon satisfactory completion and performance within specific subject areas for a grade level.

2. Course credit shall be accepted by scholastic performance within the first semester of enrollment.
3. The Principal 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 Principal and Board will make a decision if questions arise.

TUITION

TUITION SCHEDULE

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

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

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

REFUND POLICY

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

Enrollment Fee 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.

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 on ways you can make a difference in your child's education. They don't cost money. They don't require training. All they need is you.

- Read to your child every day. Long after children learn to read for themselves, they love this special time with Mom and Dad. Kids who are read to are the kids who want to read on their own.
- Support your Academy's Fund Raising Activities. Everyone benefits when we work together. CCA fundraising allows us to keep tuition low.
- Volunteer. The more help parents give teachers, the more time teachers can spend with students. Work full-time? There are still ways you can help. Ask your child's teacher what you can do.
- Let your children know education is important; ask about homework; attend Academy events; talk about how you use what you learned in school in your job.
- 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 eight ways you can improve discipline:

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

- Be sure your child eats properly. Poor nutrition can cause discipline problems.
- Watch your child's behavior at home.
- If discipline problems occur, talk with your child. Ask why he is misbehaving, and then listen to the answer.

PARENT TEACHER FELLOWSHIP (PTF)

(PTF) meetings, as scheduled, are designed to promote good understanding between parents or guardians and the administration/faculty of the academy. For this reason, every parent/guardian is encouraged and expected to participate in these informative and helpful programs.

HONOR THE ACADEMY

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

- Stay within the chain of authority

Please never by-pass the chain of authority by appealing to a staff member of higher authority without first, trying to reconcile the problem with the staff member who is directly involved and responsible. The staff members of the academy will attempt to steer you back to that individual if this occurs. This policy is absolutely necessary for fairness to all students and staff members.

The chain of command is as follows in ascending order: classroom teacher, Academy Principal, Academy Administration.

All questions regarding policies and procedures need to be directed to:

- Teacher – Questions regarding classroom policy and procedures.
- Principal – Questions regarding school policy and procedures, and curricular or extra-curricular activities.
- Administration – Will meet with you concerning any unresolved matter from above.
- Refrain from discussing Academy matters while attending public worship.

While it is true that public worship services are a time of spiritual uplifting and encouragement, it is the belief of the Academy administration that problems pertaining to the Academy can and should be discussed during academy hours if possible. Compliance with this request will help everyone involved to build personal integrity, it will enhance the ministry of CCA, and it will strengthen the kingdom of God by virtue of our unity.

- Sign the Enrollment Agreement Form

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

PARENT'S PLEDGE

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

- Spend some time talking and listening to my child every day.
- Talk with my child's teacher about how my child is behaving in school.
- Talk with my child about schoolwork.
- Set a regular time and place for schoolwork. During this time, there will be NO electronic media, NO phone calls.
- Encourage reading. I will read to my child, and I will listen as my child reads to me.
- Make sure my child gets healthy meals, enough sleep and good exercise every day.
- Love my child enough to say NO when necessary.
- Help my child discover the joy that learning and thinking can bring at any age.

CHILD ABUSE AND NEGLECT POLICIES

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

SEPARATED OR DIVORCED PARENTS

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

III. ACADEMICS

CHRISTIAN CHARACTER

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

DAILY DEVOTIONAL TIME

Each morning, immediately following the 7:55 am bell, we have a time of opening activities. This daily exercise consists of pledges to the American Flag, the Christian Flag, and to 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 for those that have home room.

WEEKLY CHAPEL SERVICES

Weekly chapel sessions are held during which the student identifies his education with the ministry of the church. Students are expected to bring their Bibles, participate in all parts of the service, and to remain attentive at all times to the individual who is in charge.

WEEKLY SCRIPTURE MEMORIZATION

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

DAILY SCHEDULE

- 7:30 – 7:50 Arrival
Students should not arrive prior to 7:30. All students arriving at this time should report to the chapel where a staff member will supervise them.
- 7:50 First Bell
Students report to their classroom
- 7:55 Tardy Bell
Students arriving after 7:55 are tardy and must bring a signed note from the parent for proper admission at the Front Office.
- 7:55 – 3:30 School Day
Grades K-12
- 3:30 Departure
School dismisses at 3:30 for all students. Students are not to remain on the school grounds after 3:45 unless involved in a teacher directed activity. We strongly urge parents to be on time for picking up their children. All on-campus students are to go home immediately.
- 3:45 Late Pickups
Students that are still here after 3:45 will be under teacher supervision until their ride arrives. Please be prompt in picking up your children as the teachers have other responsibilities they need to attend to.

GRADING SYSTEM

The grade levels listed will use the grading system shown:

<u>Grades 1-12</u>	
A+ 99-100	C+ 83-84
A 94-98	C 76-82
A- 92-93	C- 74-75
B+ 90-91	D+ 71-73
B 87-89	D 67-70
B- 85-86	D- 65-66
	F 0-64

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's for the Principal's List
- All A' & B's for the Honor Roll

RETENTION PROCEDURE

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

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

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

STUDENT PROGRESS REPORT & REPORT CARDS

Grades K-6: Report cards are prepared and sent home each nine weeks. A parent/teacher conference may be arranged following the nine weeks to discuss a child's progress.

Grades 7-12: Report cards are prepared and sent home each nine weeks grading period. Parent/teacher conferences may be scheduled at the conclusion of the grading period to discuss a student's progress.

In grades K-12, deficiency reports will be sent home at the mid-point in each grading period to those parents whose child has a subject grade below C- during that period, or if a student's grade drops two levels (ex.: from an A to a C). Parent/Teacher conferences can be arranged at a convenient time by either the parent or the teacher. These will not be held during regular class time.

ACADEMIC PROBATION (GRADES 3-12)

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

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

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

EXAMS (GRADES 9-12)

All students in grades 9-12 shall take semester exams at the end of the each semester. Seniors may be exempt from their second semester exams if they have a B average or above the first 3 ½ nine weeks (quarters).

STANFORD TESTING (Or equivalent)

Each spring semester the students will have an opportunity to compete a standardized test. CCA administers the Stanford Achievement Test for grades 1-11. The purpose of this test is to assess each student relative to the national progress of his or her grade and age. The familiarity our students gain from annual standardized testing assists those who take the SAT or ACT tests for college entrance.

GRADUATION REQUIREMENTS

CCA offers Honors, College Preparatory, General and Vocational diplomas (see Appendix A). Listed below are the requirements for each diploma. A prescribed course of study will be determined through a staff member/student conference and will be approved by the student's parent. Transfer students must complete at least 5 credits at the CCA before receiving a diploma. To qualify for early graduation, a student must complete requirements for the Honors/College Preparatory Diploma. The criteria to receive a vocational diploma includes: 1) Age, 2) Diagnosed Learning Challenged, 3) the completion of five years of High School.

In order to graduate with an Honors Diploma, the student must attain a 94% average and demonstrate the ability to communicate effectively in written and oral presentations. He/she should score at least 22 on the ACT, 1000 on the SAT, and 12.9 on the Stanford Achievement Test.

VALEDICTORIAN REQUIREMENTS

1. The Class Valedictorian must maintain a 3.5 GPA (based on a 4 point system).
2. Honor Students will always be the first choice for valedictorian even if a College Preparatory Student has a higher GPA. This is due to the level of work required.
3. College Prep Students will always be selected over General Prep Students even if the General Prep Student has a higher GPA. This is due to the level of work required.

4. The Class Valedictorian must complete at least 50% of the required number of course credits at CCA. If at any time, a student who has completed all of his high school credits at CCA qualifies to be the valedictorian, he will be selected over a student who has completed only part of his credits with CCA.
5. A Class Salutatorian (3.25 GPA) may be selected if the School Administration deems it appropriate.

IV. POLICIES & PROCEDURES

ATTENDANCE POLICIES

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

1. The teacher clarifies, interprets, and supplements information given in textbooks and other instructional resources.
2. The classroom environment lends itself to planned, as well as to impromptu discussions, which are educationally enriching and impossible to make up.
3. 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.
4. Instruction is planned and has intended sequences and deadlines.

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

EXCUSED ABSENCES

1. Illness: (with or without a doctor's excuse) Upon returning from an absence, a student must submit to the office, a written excuse from a parent explaining the reason for the absence. Notes are to be turned in within two days of returning to school. If a note is not turned in within the two-day period, the absence will be considered unexcused and all unexcused absence policies will apply.

2. **Family Emergency:** This would include illness at home, death in the immediate family, emergencies requiring medical or dental services. A note from a parent is required specifying the reason for the absence.
3. **Personal Circumstances and Family Trips:** An excused absence will be considered only if a student brings a note from a parent in advance stating the reason for the absence. Students and/or parents should check with the teacher(s) about all make-up work; including quizzes, tests, and assignments. In grades 7-12 it is the responsibility of the student to secure approval and arrangement for assignments and make-up work prior to the absence. The initiative for contacting the teacher and making up work rests with the student! Teachers will be available upon request, for reasonable periods of time after school to assist students. Parents are encouraged to recognize that a student's absence may affect the student's academic work and grades. Parents may request that a student's absence be excused for this category but the school Principal makes the final determination.

MAKE-UP WORK FOR EXCUSED ABSENCES

A student will have one (1) school day for every day missed to a maximum of five (5) school days to complete make-up work. Special arrangements can be made with the teacher for prolonged illnesses. Students will receive a zero for work not turned in, and loss of credit of 10 points per day will be assessed for work turned in late. Normally, pre-announced tests, which have been scheduled on the day of a student's return from an absence, shall be taken unless the teacher has provided prior approval to the student. If a student has in-school suspension, their make-up work falls under this policy.

UNEXCUSED ABSENCES

All other reasons for absence from school will be considered unexcused. This includes those times when a note is not received from home concerning the student's absence. In the event a note is not received within the two-day time frame, the note is considered unexcused and the policy for make-up work for unexcused absences will apply. If the student receives a second unexcused absence, the student will receive a detention of 20 minutes. A third unexcused absence will result in an in-school suspension.

MAKE-UP WORK FOR UNEXCUSED ABSENCES

Daily class work and assignments due on the day of the unexcused absence will be graded as a zero (0). Major tests and assignments missed will be made up with the reduced credit (10 points per day late), within the same time period allotted for excused absences. Any work not made up within five (5) school days will receive a zero for the test or assignment. Students who receive an out-of-school suspension will fall under this section of the policy.

EXCESSIVE ABSENCES

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 five absences within a nine-week period, a reduction in the nine week's grade based upon the percentages listed in the table will be made:

Absences within one nine weeks period	6	7	8	9	10
Reduction in nine weeks grade	1%	2%	3%	4%	5%

A student who is absent from class more than 15 times within a semester, whether excused or unexcused, will not receive a grade higher than 60 or receive semester credit for the course in high school. A total of more than 20 absences for the academic year will be grounds for failure and will cause the student to repeat the year. All absences for school related functions would not count as absences in this policy. Extenuating circumstances, such as prolonged illnesses or hospitalization may be considered with proper documentation from a doctor and parents. Parents should make the request in writing to the Principal. The Board shall have final approval of waiver of this policy.

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

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

TARDINESS TO INDIVIDUAL CLASSES (GRADES 7-12)

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 once the bell has rung, unless an emergency arises.

A student who enters the room after the bell has rung will be considered tardy. The teacher will determine whether the tardy is excused or unexcused. If the student is given an unexcused tardy, the teacher will decide how many demerits it will result in. This would be based on the number of tardies this student has had. A reoccurring problem will be referred to the Principal.

TARDINESS TO SCHOOL ARRIVAL (K-6)

Excessive tardies, whether excused or unexcused, is detrimental to a student's learning. It also causes the student to develop bad habits that will influence them later in life.

The student will lose one recess for each tardy they have after accumulating 2 unexcused tardies for a nine weeks period. If this becomes a problem, the Principal will contact the home and endeavor to work out a resolution of the problem.

TARDINESS TO SCHOOL ARRIVAL (7-12)

A student that arrives at school after homeroom will report to the office to sign in and receive a pass to their class. If the student is given an "unexcused absence", the following procedure will be followed:

1. After a student receives a third unexcused tardy, the Principal will assign the student a detention for a period of 20 minutes.
2. The student will be given a 24-hour notice before the detention is served. The parents will be notified in writing about the detention.
3. The student will receive a 40 minute detention the fourth "unexcused tardy" he/she has.
4. If a continual problem exists with a student, the student will be referred to the Principal.

INCLEMENT WEATHER PROCEDURE

Faculty and staff will notify each parent of any closings or delays.

Weather conditions vary from city to city and county to county; therefore, parents must evaluate conditions in their immediate area to decide whether their child should attend school. Any time the Academy is closed due to inclement weather, all activities are also cancelled. Make-up days are scheduled at the end of the school year or on designated make-up days. Parents are requested to avoid family plans that could conflict with make-up days, especially during the first week following the last day of school.

FIELD TRIPS

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

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

The dress code for field trips is the same as for school. Changes in dress will require the Principal's approval.

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

COMMUNICATION

VISITORS

Student Guests are welcome to visit the Academy providing that permission from the office is obtained in advance. Student Guests are asked to defer to the dress and behavior standards of CCA while visiting.

Parents may feel free to visit the Academy at any time. Out of respect for the teacher and in order to minimize classroom disruption, please stop by the office 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 staff member, not the student. While visiting the academy, please show deference to the academy dress standard by dressing modestly. Also, it is requested that parents stop by the office if they need to leave something for the student or supervisor or if they have to pick up a student.

All parents and visitors are to check in at the Academy office. 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. All other entrances are locked during the school day to prevent unsupervised entry into the building (exiting is possible at all doors).

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 such as laptop computers, cell phones, iPhones, iPads, cameras, or other electronic devices. Students may not use these devices on school property during the hours of 7:55 A.M. to 3:30 P.M. during scheduled Academy days without specific permission of the administrative/staff. Any violation of the above mentioned items will result in immediate confiscation and the device will be held by the administration until a parent is able to pick it up.

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 Academy 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 means of contacting their child for any reason during the Academy day.

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

UNIFORMS

GENERAL APPEARANCE

As a Christian School we desire to assist parents in teaching their children to strive to please Christ in everything – including the way we dress. Our outward appearance should reflect the beauty of Christ within and bring honor to Him. Students should dress for school in an appropriate and modest manner. We realize that CCA could never set dress standards to suit everyone’s values. However, we ask parents to be sure your child is dressed according to these standards everyday while attending the Academy and Academy-sponsored activities. They should look neat and clean as though appearing on the job in a business atmosphere, and wanting to be a credit to their employer and an honor to their family.

To facilitate this, CCA has adopted a uniform policy. The uniforms are required for students in grades kindergarten through twelve. Details will be provided below. Students should expect that all uniforms will be checked at the beginning of the Academy day.

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

Various official Academy activities such as Dress Up, Dress Down, Field Trips, Drama, etc. will allow students, whether during/after Academy hours, or on/off campus, to dress out of uniform. However, students must attire themselves in a manner complying with the dress code of CCA.

1. Personal Hygiene: Students are expected to observe daily personal hygiene including bathing, using deodorant, and wearing clean, pressed clothing.
2. Decorative items: No necklaces, rings, earrings, bracelets, tattoos, etc. are to be worn by students during Academy hours or to any Academy activity or function.

3. Shoes: Dress/casual/athletic shoes or contained sandals required at all times.
4. Outer Accessories: Students are not to wear sweatshirts, hats, caps, headgear, and sunglasses in the classroom or in Chapel.
5. Non-Uniform Days: On days when the school uniform is not required, the students must abide by the same principles of modesty, having sleeves near the elbows, skirts below the knees, and shirts covering the torso at all times.

BOY'S UNIFORMS

- Shirts: Prescribed by the Academy. Undershirts, if worn must be white, black or grey and tucked in.
- Pants: Prescribed by the Academy.
- Belt: A solid black or brown belt is required on pants with belt loops.
- Gym Uniform: Prescribed by the Academy.
- Hair: Young men are to have neat haircuts so that the hair is trimmed above the ears, off the collar, and above the eyebrows. Male students are to avoid extreme current fads, coloring of the hair, or styles that draw undue attention to the student. For the sake of neatness, boys must be clean shaven every day they come to class.

GIRL'S UNIFORMS

- Skirt/Jumper: Prescribed by the Academy. Skirts must be of sufficient length to maintain modesty. Skirts must fall below the knee while either sitting or standing. Please remember that children grow during the school year: be mindful to purchase accordingly.
- Shirt: Prescribed by the Academy. Undershirt, if worn, must be white, black or grey and tucked in.
- Belt: A solid black or brown belt is required if belt loops are showing.
- Gym Uniform: Prescribed by the Academy.
- Hair: We recommend that all female students refrain from cutting their hair while enrolled in the Academy. Hair must be of natural color. Hair should be worn in a manner which would keep hair out of face and eyes.
- Adornment: Ladies are not to wear nail coloring/decorations or other cosmetics during Academy hours or at any Academy event or function.

GENERAL CONDUCT

PARKING/DRIVING REGULATIONS

All drivers are requested to use parking spaces and not block any entrance or driveway. All drivers are required to drive carefully on the campus. To insure 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 20 miles per hour. Violation of traffic safety rules by students such as spinning your 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 Principal must be obeyed at all times by student drivers.

All students who are driving at any time (even occasionally) to school must sign an Automobile Record and Permission Slip.

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

Students are not to stay in their car when they arrive at school in the morning, nor go to their cars during the day without permission.

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

No student shall leave the campus during school hours for any reason without a teacher or an aide accompanying you. The Principal can give special permission if necessary.

SCHOOL DISMISSAL INSTRUCTIONS

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

1. At dismissal all traffic moves in one direction. Do not enter or exit differently than the flow of traffic established by the Academy.
2. Parents are requested to be here by the time the Academy dismisses – at 3:30 on regular days and at 12:00 on early dismissal days.

3. You are requested to not leave your car in the pickup lane and come into the building. If you need to come into the building, please park in one of the designated spaces and then come into the Academy building.
4. We request that you not call children to cross the parking lot alone.
5. If you are late (after 3:45), it will be your responsibility to park and then come in and get your child from the Chapel. We request that you be prompt in picking up your children.
6. 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.
7. Students who live on-campus should leave as soon as dismissed and not loiter in the school building.
8. The Academy is closed after 3:45 to students unless they have an approval by a teacher to be in the building. The Academy building is not open in the evenings for student access, including those living on campus, unless there is a school-sponsored activity.

PROPERTY

ACADEMY PROPERTY

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

The following areas are "off limits" to students:

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

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

PERSONAL PROPERTY

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

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

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

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

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

LOCKERS

The homeroom teacher assigns Lockers to students in grades 7-12. Lockers are to be kept neat and clean at all times. Sharing a locker is not permitted. Students are responsible for the care of the locker assigned to them. Nothing should be used in the locker that will deface. Personal locks are not permitted on lockers. Stickers, notes, and or writing are not permitted on lockers inside or outside. No food or drinks should be stored except a student's lunch for the same day. The locker belongs to CCA and therefore a STAFF MEMBER may check a locker at any time. Students are not allowed to get into each other's locker.

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 to control access; therefore, on school days from 7:30 am until 3:45 pm (or at early dismissals) we ask you to use only the entrance located at the front of the building.

ASBESTOS NOTICE

As a part of federal requirements, Carolina Christian Academy was inspected for the presence of asbestos. Traces of this were found or assumed in some floor tile floor tile glue and ceiling texturing. None of the areas found to contain asbestos were at risk to personal health in the normal operation of the Academy. A management plan has been prepared. All records concerning the inspection and plan are available for viewing in the school office during regular office hours.

FIRE DRILLS

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

The guidelines listed below should be followed for drills:

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

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

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

HALLWAY TRAFFIC

In order to move quickly and safely through the building, students should walk on the right hand side of the hall. Running is not allowed. Also, students should keep their hands to themselves at all times. Students are to be quiet in the hallways.

LANGUAGE

Students should speak only words which glorify the Lord and edify others. The use of profanity and substitute swear words are forbidden. The use of vulgar or suggestive words, sexual innuendos, and derogatory comments are not allowed. 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.

Any student, who operates a personal website or participates in social media such as Facebook, Snapchat, Instagram, YouTube, etc., must notify the school staff. Any student acting inappropriately and contrary to the purpose and mission of CCA may be deemed ineligible to attend the Academy.

COMPUTER RESOURCE POLICY

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

- Current faculty and staff of the Academy

- Students currently enrolled and attending classes

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

OWNERSHIP

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

SCOPE AND DEFINITIONS

The policy established by the Academy shall apply to all equipment and programs as outlined below:

- Hardware

Hardware shall include, but not be limited to monitors, keyboards, mice, central processing units, hard drives, floppy drives, zip drives, usb drives, cables, printers, and storage units. It shall include all hardware allocated not only in the classroom, but also allocated in the office and any other locations that will acquire hardware.

- Software

Software shall include, but not be limited to all computer programs and data collections owned by the Academy that were acquired for classroom use and administrative purposes.

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 Principal.
2. No one may copy for his or her use any software that is owned by the Academy.
3. Students will not, under any circumstances, be given password information if used.
4. Students may not use their own personal disks on the school computers due to viruses.
5. Students may not download any Internet file (if the Internet is available) unless it is needed for classroom use. If a file is downloaded, it must be saved to a removable media and not to the hard drive unless prior permission is obtained from the staff member in charge of the computer or the Principal.
6. Students are responsible for the type of information accessed.

INTERNET POLICIES

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

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

ACKNOWLEDGEMENT/ACCEPTANCE

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

SOCIAL LIFE

The cultivation of Christ-centered relationships is vital for young ladies and men who are preparing for leadership in Christian service. Young people should seek to be Christ like in all their relationships. This involves friendliness, courtesy, respect, unselfishness, consideration and cooperation. The Bible teaches us that divine love “does not behave itself unseemly,” or in other words, love is not rude and ill mannered (I Cor. 13:5). To abide by the standard of proper etiquette is to express love and consideration for other people. Therefore the student should be acquainted with the rules of basic etiquette and follow them in all relationships both on and off campus. Students are expected to speak to and about faculty and staff members with respect and courtesy using appropriate titles such as Brother, Sister, Mr., Mrs., or Miss.

It is important that students conduct themselves in such a manner as not to bring reproach upon Christ, the Academy, their family, or their own character. In order 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, and to develop a wide circle of friends, and to 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.

SOCIAL RELATIONSHIPS

Realizing that it is normal and natural for young people to develop friendships and relationships, it is the desire of CCA to hold to, and promote, Biblical philosophies and principles of dating/courting. The focus at CCA is on personal Christian growth and academics; therefore dating/courting will not be intentionally promoted in the Academy or at Academy functions. A proper relationship is required at all times. As a matter of courtesy, respect and moral purity, each student is to observe a “hands-off” policy, i.e., keep his/her hands and feet to himself/herself regardless of the gender.

HARASSMENT POLICIES

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

CCA maintains both Bullying Harassment and Sexual Harassment policies that are available upon request from the office.

RECESS/LUNCH

Each Classroom will have its own schedule for recesses and lunch. Because other classes are in session during recess, loud talking in the building is forbidden and may result in the loss of recess time. Recess ends at the teacher's designated time or notification. There is to be no loitering in the restrooms.

The lunch room, the hallway of the snack bar and the outside picnic tables are designated areas for eating. Food should not be taken beyond these areas without permission.

Wastebaskets and recycling cans are distributed throughout the Academy property. Students are expected to throw trash away even if it does not belong to them. Should a spill occur, the student should make a reasonable attempt to clean up and should also notify the supervisor or monitor who will inspect the area.

The school does not provide hot lunches on a daily basis. Students are to bring their own lunch. There will be times that hot lunches will be provided for students and they will be announced ahead of time. These lunches are usually fund raising activities for one of the classes.

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

Parents are welcome to eat lunch with their children but they should check with the office first to be sure it would not conflict with anything that is going on.

MUSIC/ELECTRONIC DEVICES

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

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

MEDIA CENTER/LIBRARY

The library is a resource for both staff and students. To maintain and properly operate it in an efficient manner, the following policies are to be followed:

1. No food or drinks are allowed in the library.
2. All library materials are to be checked out before being taken from the library.
3. Only enrolled students may check out books or materials.
4. Books are loaned for a two-week period. They may be renewed if necessary.
5. A ten cent fine per day is charged per item, but it will not accumulate more than the value of replacing the item.
6. Charges will be applied to student's bill if necessary to make collection.
7. A student may take out only three books on a topic at any one time.
8. A total of six books may be checked out at one time.
9. Reference books will not be checked out of the library.

Materials in the media center are intended to assist students in their academic pursuits. The media center strives to add materials that will be useful for the students. It is important to understand that the presence of a book in Carolina Christian Academy media center does not necessarily represent an endorsement of the ideas, actions, lifestyles, characterizations, or symbols portrayed; therefore, the contents of some may represent views that are or seem inconsistent with the philosophy and beliefs of the Academy. If concerns arise regarding any materials within the media center, these concerns should be forwarded to the person in charge of the media center or the Principal. The Principal and the Media person will review these concerns. If the concern is not resolved, the Board will have final authority over the materials.

Also, all reading material coming from home must be submitted teacher for approval upon the student's arrival at school.

MEDICATION POLICY

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

1. On this sheet the parents have notated whether basic medication can be given to their child without calling home. The specific medication permitted must be listed as some medicines that are commonly used may in one form have a negative effect on the person.
2. Allergies are noted on this form as well. Anyone with severe allergic reactions should have proper medication in the school office for use in the case of an emergency. If the child must have an EpiPen with them, it must be notated on the form.
3. Parental preferences for handling emergencies are listed on the form also. It is important to have all the information accurate (such as phone numbers) at all times.
4. The parents must sign authorization allowing us to obtain medical emergency treatment for their child.

The office will administer any medications that are needed by the student and a record will be kept of all medications dispensed. The Principal will be notified immediately of any emergency and it will be his responsibility to make decisions on handling the situation.

In the event that 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. Also, if an insurance carrier is requested, use the Student Accident Insurance that the school carries on each student.

The following guidelines should be followed for K-6:

1. No child may self-medicate in grades K-6
2. The parent/guardian must have the prescription medication in a container with a pharmacy label which indicates the following information:
 - a. Student’s name
 - b. Physician’s name
 - c. Date of prescription
 - d. Name of drug
 - e. Dosage/directions for administration
3. The parent/guardian must personally bring the medication to the office.
4. The office staff will keep all medication in a safe place that is locked up.
5. Each time any medication is given, it must be recorded on a Medication Report Form.

The following guidelines should be followed for grades 7-12:

1. Non-prescription medicine and short term (less than 11 days) prescription medicine may be kept by the student and they may self-medicate in accordance with medication instructions.
2. Parents must notify the Principal if their child is going to be taking prescription medicines that will be used for 11 day or longer. The child may still self-medicate but the office will have a written record of what they are taking along with a statement of permission from the parent. This would include such medications as Ritalin and Concerta that are commonly used for ADD and ADHD.

ILLNESS PROCEDURE

If a child shows symptoms of any contagious disease, fever, nausea, or an injury that appears to require a physician’s attention, the Academy will immediately call and request that you come and pick your child up from the school. Children with a

fever of 101 degrees or above should not return to school until their temperature has been normal for at least 24 hours. If your child was sick during the night, vomiting or running a fever, he should not attend school the following day. Please do not give the child aspirin/acetaminophen (or any fever reducer) and bring him to school. In most cases the child will run a fever 2 or 3 hours after medication was given, therefore making him contagious to the other children.

V. STUDENT BEHAVIOR

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

PHILOSOPHY

Believing that discipline is a process by which students are guided to develop Christ-like characteristics, each teacher maintains classroom behavior in a manner that is in accordance with Christian principles as set forth in Scripture and stated school policy.

Discipline is not confined to mere external control, but each student is encouraged and guided to be internally governed by the Holy Spirit through example and precept.

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

PRINCIPLES

1. 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 as 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 where 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.
2. It is essential that the teacher be in command at all times. Rewards, incentives and encouragement are important tools in establishing good behavior patterns. This is the positive side of discipline which 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.
3. Discipline will be progressive. As a teacher anticipates serious discipline problems, a teacher/parent conference will be held, getting input from the parents, suggestions from both parties, and if possible, a cooperative plan implemented with both the home and the school working together for improvement in the behavior of the student. When this is handled before the problem becomes serious, much conflict can be averted.
4. Discipline should build self-esteem and a self-developing value system based upon the principles of the Word of God. Students should never be "put down" or demeaned before their peers. They should be taught to feel that proper behavior is their responsibility.

DISCIPLINARY PROCEDURES

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

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

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

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

1. Inattention
 - a. Talking while the teacher is talking
 - b. Writing and passing notes
 - c. Sleeping in class
 - d. Other

2. Disturbance
 - a. Throwing or playing with objects
 - b. Tardiness
 - c. "Horseplay"
 - d. Loud talking
 - e. Other

3. Minor Abuse of Property
 - a. Writing on desk
 - b. Inappropriate use of textbooks
 - c. Other

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

1. Warning and use of demerit system
2. Temporary removal from class
3. Detention
4. Parental contact
5. Administrative intervention

GENERAL POLICY INFRACTION

1. Gum, Food, or Drinks

Students shall not chew gum in any of the school buildings, eat or drink in class or other unauthorized locations.

Students who are involved in this infraction will be given demerits for the first infraction. If this continues to be a pattern, the student will be dealt with directly by the Principal.

2. Dress Code

Students of Carolina Christian Academy will adhere to the dress code as outlined in the student/parent handbook.

Any student not dressed in accordance with this code may be given demerits or detention, be withdrawn from the classroom (if violation warrants), then requested to change to proper attire or be sent home to change and then return to school.

3. Tardiness to Individual Classes (Grades 7-12)

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 once the bell has rung, unless an emergency arises.

A student who enters the room after the bell has rung will be considered tardy. The teacher will determine whether the tardy is excused or unexcused. If the student is given an unexcused tardy, the teacher will decide how many demerits it will result in. This would be based on the amount of tardies this student has had. A reoccurring problem will be referred to the Principal.

4. Tardiness to School Arrival (K-6)

Excessive tardies, whether excused or unexcused, is detrimental to a student's learning. It also causes the student to develop bad habits that will influence them later in life.

The student will lose one recess for each tardy they have after accumulating 2 unexcused tardies for a nine weeks period. If this becomes a problem, the Principal will contact the home and endeavor to work out a resolution of the problem.

5. Tardiness to School Arrival (7-12)

A student that arrives at school after homeroom will report to the office to sign in and receive a pass to their class. If the student is given an "unexcused absence", the following procedure will be followed:

- a. After a student receives a third unexcused tardy, the Principal will assign the student a detention for a period of 20 minutes.
- b. The student will be given a 24-hour notice before the detention is served. The parents will be notified in writing about the detention.
- c. The student will receive a 40 minute detention the fourth “unexcused tardy” he/she has.
- d. If a continual problem exists with a student, the student will be referred to the Principal for further action.

FLAGRANT DISOBEDIENCE

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

1. Cheating

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

The first time a student is caught cheating the teacher will call the parents. The teacher will also give a zero given for the work, and an in-school suspension will be given.

The second time a student is caught cheating the parents will be called by the Principal, a zero will be given for the work, and a two day out-of-school suspension will be assigned. The student will not be given the opportunity to make up the work missed during the suspension in the class in which the incident took place. In addition, the student will be placed on disciplinary probation.

2. Stealing or Major Damage to School or Personal Property

Students shall respect property and the personal property of other students, school employees and other persons. A student engaged in this type of activity will be dealt with in the following manner.

Faculty members will immediately send the student to the Principal for disciplinary action. The student’s parents will be called in for a conference. The offense will result in an in-school suspension, out-of-school suspension, or expulsion from school, depending on the severity of the situation.

3. Drugs/Alcohol

Students will not use or have possession of tobacco, marijuana, narcotics, stimulants, alcoholic beverages, or any other unauthorized or controlled, illegal substance or drug paraphernalia. This applies to students on campus or off campus and at any time of the year. Students not complying with this policy will receive an extended suspension or will be expelled from the Academy. The Board will make the decision based on the situation.

4. Absence

Skipping school all day, homeroom, and/or assigned classes during the school day, or leaving the campus without permission, is not acceptable behavior of students at the Academy. Students shall be on campus and in their assigned areas unless the Principal, his/her designee, or their parents have given them permission.

Students involved in this type activity will be dealt with in the following manner:

- a. The student's parents will be informed of the incident and the student may be suspended from school.
- b. Tests, quizzes, or other class work missed by the student will not be made up. A grade of "0" will be given for all work missed during the unauthorized absence (skipping).

5. Insolence, Disrespect, and/or Insult

Students shall respect other students, faculty, and staff by utilizing appropriate language and actions at all times. Harassment will not be tolerated at any time.

Any student engaged in this type of behavior will be sent to the Principal. As a result of this infraction of the discipline policy, a student may be suspended (whether in-school or out-of-school) from school for a time determined by the Principal.

6. Fighting

Students shall not fight or attempt to cause bodily harm to another student. If a student attempts to involve another student in a fight, the other student should walk away and report the incident to a faculty member.

Students involved in fighting will be dealt with in the following manner:

The student(s) will be escorted to the Principal. The parents will be notified and the student(s) suspended for a period of time determined by the Principal. Both students, under most circumstance, will be punished when involved in a fight.

7. Weapons

Possession and/or use of weapons are not permitted while on campus or at any school sponsored activity. Any student involved in this type of activity will be dealt with in the following manner:

The object will be confiscated from the student, and the student will be escorted to the Principal's office immediately with the object. The Principal may suspend or expel the student from the Academy. Pocketknives fall under this policy and should not be brought to school.

Students living on campus need to be aware of the fact that any weapons they have own or have in the home may not be brought to the Academy buildings or activities of the school.

ADMINISTRATIVE RESPONSES TO STUDENT INFRACTION

Level I - Detention

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

- The student will report to detention hall within 5 minutes of dismissal of school. Students will remain quiet and in their seats unless otherwise directed by the detention hall supervisor.
- If a student has a conflict with serving the detention for that week, they must bring a handwritten note from their parents **prior** to the detention. Parents need to include a daytime phone number.
- Students, who do not report to detention as assigned or receive multiple detentions, shall be assigned appropriate disciplinary action by the Principal.

This action may include suspension.

Level II - In-School Suspension

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

Level III - Out-of-School Suspension

Only the Principal can give a student a suspension. A suspension at this level is given in the case of a serious infraction of the disciplinary policy. The duration of the suspension is left to the discretion of the Principal. 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 file.

Level IV – Expulsion

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

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

- Continued deliberate disobedience.
- A rebellious spirit that is unchanged after much effort by teachers and the Principal.
- A negative attitude toward other students that may result in harm.
- Committing a serious breach of conduct inside or outside the school that has an adverse effect upon the testimony of the school.

- An out-of-school suspension.
- Two or more in-school suspensions within a semester.
- Two 60-minute detentions within any one grading period.

Disciplinary probation will include the following items:

1. Disciplinary probation will extend for a minimum period of nine school weeks.
2. At the beginning of the probationary period, a meeting with the parents and student will be held to review the student's current behavior, identify the problem areas, develop an improvement plan, explain the minimum expectations, and provide a written copy of the probation requirements.
3. During the period of disciplinary probation the student's behavior will be monitored.
4. If the student has met the expectations, the student will continue in the program. If expectations are not met, the student will be withdrawn. Board approval is required for all dismissals.
5. Any serious behavior problem that occurs during disciplinary probation will result in the immediate withdrawal of the student.
6. Any student who is placed on disciplinary probation more than twice within the same school year will not be eligible to return to Carolina Christian Academy.
7. Disciplinary probation can extend into the following school year in order to complete the probationary period.

RE-ENROLLMENT OF WITHDRAWN STUDENTS

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

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

CAROLINA CHRISTIAN ACADEMY

Enrollment Agreement

1. Students are to show due respect in relations with the faculty and in speaking to faculty members. The first rule of conduct should at all times be consideration of others.
2. The use of profanity, tobacco, alcoholic beverages, illegal or unauthorized drugs on campus or off campus at any time of the year, are serious violations of the standards of the Academy, and will result in severe disciplinary action including the possibility of immediate dismissal.
3. Students are not to leave the school grounds during the school hours without permission from parents and proper school authorities.
4. The school is not responsible for the loss of personal property whether the loss occurs by theft, fire, or any other cause.
5. Carolina Christian Academy reserves the right of dismissal of any student who persistently and willfully neglects his academic work, exercises poor citizenship, reflects adversely on the Christian principles of the Academy or is engaged in behavior or lifestyle inconsistent with Biblical guidelines. This policy applies to behavior on and off campus and throughout the calendar year.
6. Attire and appearance appropriate to the occasion is expected of all students at all times and students are expected to adhere to guidelines as described in the student handbook.
7. Many individuals have, through their prayers and gifts, made this campus and program possible. Students should consider it a privilege to attend Carolina Christian Academy and therefore do all in their power to keep the buildings attractive. Any student known to deface or destroy school property will be assessed the full cost of repairs plus a fine and be subject to possible disciplinary action including dismissal.
8. Carolina Christian Academy admits students of any race, color, national and ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the school. The Academy does not discriminate in the administration of its educational policies.

9. A Student Handbook will be furnished to all students so they will be knowledgeable of general regulations.
10. I authorize Carolina Christian Academy to take my child on field trips by means of automobile, van, bus or walking.
11. As parents, we sincerely pledge our loyalty to the aims and ideals of the school.
12. As parents, we hereby invest authority in the faculty and administration concerning the discipline of our child as necessary. We further agree that we will support the faculty and administration in discipline at home as needed.
13. As parents, we agree in accordance with the Matthew 18:15-17 Principle, to bring any and all questions and criticism to the person most directly involved. If we have a question about a specific classroom action or procedure, we will contact the appropriate teacher. If a satisfactory conclusion is not reached, we will contact the Principal. After contacting the teacher and Principal, the Board should be contacted if a concern has not been resolved.
14. It is understood that new students are accepted on a probationary basis for the first grading period before grade placement and admission becomes final.

I understand that in signing this Enrollment Agreement, I am agreeing to accept and abide by the rules and philosophy of Carolina Christian Academy.

Parent's Signature Date

Student's signature Date
(Grades 5-12 only)