

## **INTRODUCTION AND GREETINGS**

Carolina Christian Academy is located in the rural area of Thomasville, North Carolina. We are a unique educational program. CCA provides a conservative, Christian education to children and young people from Kindergarten through twelfth grade. Our school was founded in 1969 by a group of concerned parents and ministers. There has been a lot of dedicated labor and time spent over the years to keep Carolina Christian Academy a strong Christian and academic institution.

In operating this program, we recognize the important responsibility we have assumed in providing the physical care, educational instruction, and spiritual development that are vital in the lives of children and young people. We also realize we can fulfill this responsibility only through the support of parents, the expertise of dedication of our staff, and most importantly, the guidance and direction of the Holy Spirit.

This booklet is designed as a means of sharing with you important information and policies of the Academy. We invite you to read it and keep it available for future reference. We appreciate your trust in us and ask that you would please remember us daily in your prayers that we would each exemplify the love, patience, and wisdom we need in ministering to your child or children.

Tim Carter,  
Chairman of the Board

## **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 quarterly or more often if deemed necessary.

## **CAROLINA CHRISTIAN ACADEMY 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.

### **MISSION STATEMENT**

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

### **INSTRUCTIONAL BELIEFS**

We believe that the Bible is foundational to all truth and should be integrated in all subject areas.

We believe that students are uniquely designed with spiritual, intellectual, physical, and social gifts and therefore possess various learning styles.

We believe the school should be committed to continuous improvement.

We believe that students who are enrolled at Carolina Christian Academy can meet high academic expectations.

We believe that curriculum design, instructional strategies, and learning activities should be based on distinct goals and challenging expectations for student achievement.

We believe that a variety of appropriate and relevant instructional approaches and methods of assessment should be provided in order to meet the various learning styles of students.

We believe students can become confident, intrinsically motivated, life-long learners.

We believe that Carolina Christian Academy should function in a complementary role with the home and church to produce individuals who reflect a Christian worldview and become productive members of society.

We believe that students will be able to demonstrate their understanding of essential knowledge and skills by the use of critical thinking and integrated application.

### **CAROLINA CHRISTIAN ACADEMY 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.

## **CAROLINA CHRISTIAN ACADEMY 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.

### **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.

### **GENERAL INFORMATION**

#### **Changes in Policies**

Carolina Christian Academy reserves the right to change any policy at any time when, in the discretion of the Board, it is determined to be in the best interest of the school.

#### **Calendar**

A school calendar is prepared annually. A copy of this calendar is posted in a prominent location in the school.

#### **Change in Personal Information**

If any changes occur in a student or parent’s name, address, telephone number (at home or at work), or employment, please notify the office immediately.

#### **Chapel Program**

To emphasize the spiritual realm of our education, we have chapel each week. We also have other services throughout the year such as Missionary Convention, and school revivals, and special representation from Bible colleges with whom we have association.

Parents and visitors are encouraged to join us for this special time. Exact location and time of our chapel schedules is determined each year and listed with student schedules. Every student is expected to attend all chapel services and students are seated by class. Teachers should sit with their class. Reverence is expected. Rom. 15:6. Students should bring their KJV Bible to chapel and are to enter and leave quietly. Also, we request that student dress be at its best on chapel days.

### **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.

## **Donations**

Carolina Christian Academy is a non-profit corporation and is dependent upon tuition and contributions to operate. The tuition does not in any way cover the basic cost of operation. Therefore, contributions are appreciated and needed. All funds collected for the Academy are used in the operation of the Academy programs. The cooperating local churches have been a real blessing in taking up a special school offering on the first Sunday of each month to help supplement the cost of operation. We endeavor to keep our tuition as low as possible and therefore we are indebted to those that have the vision for Christian education and give are faithful contributors to CCA.

## **Dress Code for Students in Grades K-12**

The Board and the school staff believe that dress can influence the learning environment. Also, we feel that it is important that we follow the Biblical injunctions to have a modest, conservative dress code. Therefore the school has adopted the following dress code. Parents are requested to review the dress code and assist the school in its implementation. Questions regarding the dress code should be directed to the Principal. It is impossible to list all forms of attire that are inappropriate for the classroom setting. Therefore, the Board reserves the right to make decisions on items not specifically listed in this policy.

Any student not dressed in accordance with the stated dress code will be withdrawn from the classroom and then requested to change to proper attire or be sent home. They will be expected to return as soon as they have changed. Students who show continual disregard to the dress code are subject to suspension or withdrawal from the Academy program.

This dress code applies to all activities that represent Carolina Christian Academy, including any after hour functions that are sponsored by the Academy. Any variation from that will be announced.

# School Dress Code

## General Dress Guidelines

1. Footwear should be a neat brown, navy, or black whole shoe.
2. No student may wear or bring to school any jewelry or make-up.
3. Girls may not cut (or trim) their hair (I Cor. 11:15) during enrollment.
4. High school girls must wear their hair “up.” K-8 girls’ hair must be kept back from the face in a neat and conservative manner.
5. Boys must wear a tie to chapel.
6. For female students, the dress code calls for skirts and blouses or jumpers and blouses for younger girls. Dresses are not part of the dress code for students.

## Boys

- A. Pants must be khaki or navy color. A belt must be worn with pants that have belt loops.
- B. Shirts must be white or light blue with button front or button polo style and collar with at least  $\frac{3}{4}$  length sleeves.
- B. Socks must be long and of a coordinating color.

## Girls

- A. Jumpers and skirts must be khaki or navy in color. Hem length must be of sufficient length to be well below the knee when standing or sitting. Splits must also be below the knee whether standing or sitting.
- B. Blouses should be white or light blue.  
Grades K-12 may wear button front or button polo style with collar.  
For all, sleeves must be as least  $\frac{3}{4}$  length.
- C. Socks:  
Grades K-4 must wear coordinating color socks (short or long).  
Grades 5 and 6 must wear coordinating color socks (long). Anklets are permitted over socks.  
Grades 7-12 must wear coordinating color hose. Short white socks are permitted.

**THE UNIFORMS REQUIRED CAN BE PURCHASED ANYWHERE**

### **Dropping Classes – Grades 9-12**

With parents' permission, students may make needed changes in their schedule during the first 10 days of school with no penalties. After the first 10 days of school has passed, the only changes that will be approved will be those in which a student is experiencing academic difficulty and needs to move to a less rigorous level of that particular subject area. This may be done only after parents and the Principal have discussed it. Any course that is dropped and does not meet the above criteria will be recorded as a failure for that course for the year.

### **Electronic Equipment**

Radios, tape and CD decks, pagers, cellular phones, and hand-held electronic games are not permitted at Carolina Christian Academy unless requested by a staff member for instructional or school sponsored purposes. *This includes all field trips and special class events.* Teachers are directed to take any equipment that is brought in violation to school rules. They will be turned into the Principal's office and may be gotten at such time as he sees fit.

### **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 notified before all field trips and required to sign a field trip permission slip for their child. Any expense incurred at that time will be noted on the permission slip. All students are required to go on field trips or receive an unexcused absence for that day.

### **Fund Raising Activities**

Carolina Christian Academy allows the different classes to have fund raising activities. The funds they earn are used for class projects, school projects, and mission projects.

The Principal must approve all fund raising before it is started or before any supplies are ordered for the fund raising.

All students within a group that is raising funds are encouraged to participate and help share the responsibility, as they will help in sharing the reward.

All monies that are raised for fund raising should be turned into the sponsoring teacher **each** day and the teacher should not keep any money in their room at the end of the day. It should be turned in daily to the Business office or the front office of the school for security reasons.

Basic school dress code is required when involved in fund raising events.

### **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.

### **Harassment Policy: Students**

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.

### **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.

### **Inclement Weather Procedure**

If it becomes necessary to close the Academy due to inclement weather conditions, announcements will be made on the radio stations listed below. Announcements will only be made regarding closing or delays. The stations do not announce if the Academy is open. Normally the decision to close or open late will be given to the radio station by 5:30 AM. The actual time the announcement is aired is dependent upon the individual station.

WMFR	1230 AM
WSJS	600 AM

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.

### **Media Center and 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-weeks period. They may be renewed if necessary.
5. A .10 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 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.

### **Lunch**

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.

The dining hall is rented out from time to time for a fee of \$65.00 for a full day. This cost includes the cleaning of the dining hall by Academy staff or a designated person. A whole weekend would cost \$115.00 for rental.

### **Parking/Driving Regulations on Campus**

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 teachers or an aide accompanying you. The Principal can give special permission if necessary.

### **Lost and Found**

A lost and found box is kept in the office. Any items that are found should be turned into the office to be placed in the box. Anyone missing an item should check with the office to see if it has been turned in. There is a .25 fee to retrieve any item from the lost and found box. Items not claimed after a set amount of time will be disposed of.

### **Telephones**

Students will not be called to the telephone during the school day except in the case of an emergency. The secretary will take a message and give it to you.

All phones are closed to student use except the one in the secretary's office. No long distance calls will be made unless you reverse the charges or have a calling card.

Cell phones and pagers are not allowed in the school building. If a student drives, he must leave any phone or pager in the car.

### **Parent and Visitor Visits to Campus and Classroom**

Parents are welcome to visit the Academy. To avoid interruption of classes parents are asked to make arrangements with teachers in advance of planned visits. 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).

### **Parent-Teacher Fellowship (PTF)**

The Academy wishes to develop and maintain a close relationship with parents. Officers of this organization are elected each spring for the coming year. PTF programs are listed in the school calendar. We encourage your attendance at all of the meetings.

### **Personal Property**

All personal items of a student should be properly labeled so proper ownership of an item will not be mistaken.

### **School Property**

Many Christians have through their prayers and gifts made this campus and program possible. Parents through their investments have also assisted in

maintaining our facilities and program. Students should consider it a privilege to attend Carolina Christian Academy; therefore, they should do all in their power to keep our buildings attractive and clean. Any student known to deface or destroy school property will be assessed the full cost of the repair plus a fine of \$25.00 and may be subject to dismissal.

### **School Pictures and Yearbook**

School-student pictures are taken each year and purchase is optional. A yearbook is prepared annually. Every student receives a yearbook. The yearbook price is included in the Registration Fee.

### **Student 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.

### **Student Accident Insurance**

All students enrolled at Carolina Christian Academy will be covered under a student accident insurance plan. The cost of the coverage is included as part of the enrollment fees. The plan is not meant to pay 100% of the medical cost, but is designed to assist parents with medical expenses, which may not be covered through personal health insurance. Since the student accident insurance is an "excess" coverage, parents should first file a claim with their personal insurance prior to filing with the student accident insurance.

If your son or daughter is injured while at school or at a school sponsored or supervised event, contact the Academy office. Claim forms with appropriate instructions are available at the office.

### **Student Advisory Program**

Each homeroom teacher shall serve as a student advisor providing appropriate information and assistance about the academy and its programs. Also, this teacher

shall be responsible to keep track of the academic progress of each student in his/her homeroom and assist the student in any way possible to meet expectations.

### **Tuition and Fee Payments**

Payments are to be made in the Business office or if necessary in the main office by the designated time each month. Carolina Christian Academy must meet its financial obligations promptly; therefore, parents are requested to pay tuition according to the Financial Agreement. If an account becomes past due more than 10 days, a late fee of \$5.00 per family will be charged. If a late payment must be made, please call the Business office and let them know you are paying late. Keeping lines of communication open between you and the Academy are the best for all involved.

### **Withdrawals**

Parents are to notify the Academy office if a student is to be withdrawn.

### **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.

### **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 Ridlin and Concerta that are commonly used for ADD and ADHD.

### **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 8:30 until 2:45 (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.

## **Grading System**

The grade levels listed will use the grading system shown below:

### Grades 1-12

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.

### **Lost Report Cards**

There will be a \$5.00 fee to replace a lost report card. Students are to return the report card, signed by a parent or guardian within two days.

### **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).

### **Annual Staff**

1. The annual staff will be composed of 3-4 members. The faculty advisor and the Principal will select these staff members. The Academic Advisory Committee must approve any exception to the number of staff.
2. The Advisor will appoint the editor.
3. If the English IV class processes the annual, the above guidelines will not be binding.
4. The name of the annual shall be *The Shield*.

### **Weapons**

Weapons of any kind are not allowed on school property and any employee or student reporting to school with weapons in their possession will be subject to termination. The discovery of any weapons should be reported immediately to the Principal. Pocketknives are prohibited.

It is understood that staff members and families living on campus may have weapons in their residences and on their immediate property, but they may not bring them into the Academy or any related buildings.

### **Language**

Staff or students will not permit the use of profane or vulgar language. The use of slang words commonly in vogue that are crude should be abstained from. Slang, which is a derivative of any name for God or a Deity, should be abstained from.

### **Alcoholic Beverages & Tobacco & Drugs**

No use of alcoholic beverages, tobacco or non-prescribed drugs will be tolerated either on campus or off campus at any time. This applies to both staff and students. Any known use of any of the above items should be reported to the Principal. Also, any known possession or distribution of any of the above should be reported to the Principal immediately.

### **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 3:00 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 3:15), 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 3:15 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.

### **Pledge of Allegiance**

The teacher has the right to decide if they will have the pledge of allegiance to the American flag, the Christian flag, and the Bible. If the teacher observes that a student is not participating, they will inquire privately as to the reason. If the reason is a conviction, they will be exempted from the pledge to the flags; otherwise they will be required to participate in the pledges.

### **Student Conduct at School Sponsored Activities**

School sponsored activities would include such things as PTF, school revivals, Missionary Convention, campmeeting, school auction, and graduation activities. This list is not meant to be all-inclusive. Any activity, on or off campus, which is

in any way sponsored by or associated with the school, would fall under this heading.

The conduct of our students during school functions reflects greatly on the Academy's influence. It would seem only practical to ask our students to observe all of the basic school rules during these functions. Parental participation in enforcing this is expected and appreciated.

Students must give particular attention to the following:

1. Dress (while not necessarily the uniform) and hair standards remain the same for those activities a student is required to attend.
2. Respect for the guidelines and rules for not mandatory school functions are requested. Blatant disregard shows a poor attitude.
3. The school playground is closed before and after evening services.
4. It is requested that students sit inside the tabernacle or chapel unless they are sitting with their parents somewhere else.

### **General Playground Rules**

Most playground areas and equipment have been designated specifically for the use of certain grade and age levels. No students may play on equipment or in an area normally reserved for another age group without the express permission of their teacher.

The natural playground boundaries are the end of the east wall of the chapel, (the wall facing the pavement), the tree line behind the school and along the ball field, and the sidewalk to the woodshed. No students should ever be in front of the school or in the dining hall area during school hours without teacher supervision.

Except for the organized play period, play areas are to be taken on a first come/first serve basis.

Realizing that Carolina Christian Academy is God's property, we will show respect for the equipment and each other.

## **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 affect on learning. When a student exceeds five absences within a nine-weeks 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.

## **GRADUATION and RELATED POLICIES**

### **General Graduation Requirements**

Each student eligible for graduation must fulfill the following requirements:

1. All curriculum requirements must be satisfied.
2. All financial obligations must be cleared.
3. Each student's attitude, conduct, and philosophy must be in keeping with the testimony and standards of Carolina Christian Academy. The Principal, with Board approval, reserves the right to deny privileges of graduation to any student whose attitude, conduct, or philosophy does not reflect the established guidelines of the Academy.

### **Curriculum Requirements for Graduation**

English I, II, III, IV	4 Units
Foreign Language	(1 Mandatory, 2 recommended)
Social Studies	3 Units (one must be US History)
Mathematics	3 Units
Science	3 Units (one must be Biology)
Physical Education/Health	1 Unit
Bible ½ credit per year	2 Units
Electives	<u>4 or 5 Units</u>
Total Units Required	22 Units

### **Student Classification in High School**

Accurate classification of any student cannot be determined until time as transcript of credits earned in schools formerly attended have been received and evaluated. Classification of students may not change during the academic year. In the upper school (grades 9-12), adherence to the following classifications will be practiced:

- FRESHMAN:** To be as a freshman, a student must have completed eighth grade.
- SOPHOMORE:** To be classified as a sophomore, a student must have Earned not less than 5 units of credit, including 1 in English.
- JUNIOR:** To be a junior, a student must have earned not less than 10 units of credit, including 2 units in English.
- SENIOR:** To be a senior, a student must have earned not less than 15 units of credit, including 3 units in English.

### **Transcripts**

No charge is assessed students for the first full transcript. A fee is charged for all subsequent transcripts. No transcript is sent unless all debts owed to Carolina Christian Academy are cleared.

### **Commencement Activities**

All seniors are expected to participate in all of the commencement activities, including Baccalaureate service, and to adhere to commencement guidelines and instructions.

### **Criteria for Selection of Valedictorian and Salutatorian**

The criteria for selecting the valedictorian will be the senior with the highest grade point average (must be at least at 93), who has attended Carolina Christian Academy for at least the entire junior and senior years.

The salutatorian will be the senior with the second highest grade point average (must be at least a 91) and attended Carolina Christian Academy for at least the entire junior and senior years.

All students' work must be on a high school level to be included in the senior GPA for valedictorian and salutatorian.

The decision of this academic award will be made at mid-term of the fourth quarter marking period by averaging the three quarter grades of the senior year. The grade point average will be calculated on course work completed by the student from grade nine through twelve. The grade point average will be rounded off to the hundredths.

### **Junior Marshals**

In order to be named a junior marshal, a student must have been in attendance at Carolina Christian Academy the entire sophomore and junior year.

### **Guidelines for All Graduation Activities**

The Academic Advisory Committee will discuss with the sponsor of the senior class information related to all senior class activities including the Banquet, Baccalaureate and Graduation service, and senior trip, etc.

## **ADMISSIONS POLICY**

### **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 program is designed to meet the needs of students who are average or above in ability and achievement. 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. Unfortunately, we are not able to provide programs that meet the needs of students who may require unique or specialized learning programs.

### **New Student Admissions**

All new students to the Academy must have a complete transcript from their previous school forwarded to Carolina Christian Academy prior to their first day of classes. A health certificate showing all required immunizations is required. Parents should contact the Principal regarding student admissions.

### **Admission Standards**

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

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

In addition, the Board would urge parents to recognize that their scriptural responsibility (Deut. 6:1-9; Psalm 78:5-6; and Prov. 22:6) is to provide their children with a Christian education and that the primary responsibility for this task rests with the parents (Eph. 6:4). While the Board desires that every parent and student come to a saving knowledge of Jesus Christ, this is not a requirement for admission, but since we are a Christian school, it is helpful if at least one parent is a Christian.

### **Correspondence Courses and Individualized Study**

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.

# **COMPUTER RESOURCE POLICY FOR STUDENTS**

## **Introduction**

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 and Acceptance of Guidelines**

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.

## GENERAL GUIDELINES

It is impossible to list all the different areas that need attention in an Academy, but there are some that stand out and would seem appropriate to mention in the handbook. Below you will find some general guidelines that will help you to perform at your best if you are cooperative.

1. The following items are not to be brought on campus: radios, recorders, CD players and CDs, cellular phones and pagers (these must be left in your car if you drive), lighters of any type (including matches), any items used in gambling (as this is prohibited), any type of gun (whether toy or not), comic books and any literature that would be deemed harmful or adverse to the goals of the Academy.
2. Students are not allowed on the building roof without specific permission from a supervision teacher. Great care should be taken that no accidents occur.
3. Students should remember that at all times they are to keep their hands to themselves. This reduces the possibility of altercations arising.
4. The use of other student's materials or property is prohibited unless express permission is granted. This does not cover borrowing of cars as this is forbidden under all circumstances.
5. High school snacks are restricted to the designated "break" area. Eating in class or in the chapel or library is not permitted.
6. Respect should be shown at all times when addressing staff or faculty members. This would include not interrupting when a teacher or another person is talking – wait your turn and speak after permission is granted in a classroom.
7. Students are never to investigate the belongings of another person. This includes book bags, purses, desks, lockers, and the teacher's desks and files.
8. When a class is outside for playtime or PE, no student may come back in the building without the permission of a teacher. This allows for greater accountability of where the students are and what activities are being involved in.

## **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.

Another aspect of social life is the recognition that boy-girl interest are natural and to be expected. While recognizing that, it is also important to remember that the school is not a courting ground for interested couples. Your main goal at school should be to achieve academically and to develop spiritually.

Interested high school students may talk in groups if the privilege is not abused. Kissing, handholding, and other displays of romantic affection are not appropriate or allowed. Note passing is not permitted. The parents may grant permission for couples to leave campus together as long as they accept the responsibility of that decision. The Board reserves the right to revoke that privilege if misconduct is observed.

It is the hope that parents would be cooperative in these guidelines when their children are sitting with them at school-sponsored events. It undermines the school

if the parents permit show of affection in school sponsored public gatherings when they are not permitted during the school hours. We are not trying to infringe on your rights as parents, but when at a school function we request your cooperation.

## **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.

.....are changed into the same image from glory to glory, even as by the Spirit of the Lord. II Cor. 3:18b.

### **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

4. General Policy Infraction

a. 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.

b. 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.

c. 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.

d. 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 for further action.

e. 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.

2. 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.

3. 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).

4. Insolence, disrespect, insulting words or actions

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.

5. 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.

6. 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 1 - 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.

1. 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.
2. 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.
3. 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 polices 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:

1. Continued deliberate disobedience.
2. A rebellious spirit that is unchanged after much effort by teachers and the Principal.
3. A negative attitude toward other students that may result in harm.
4. Committing a serious breach of conduct inside or outside the school that has an adverse effect upon the testimony of the school.
5. An out-of-school suspension.
6. Two or more in-school suspensions within a semester.
7. 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  
ELEMENTARY SCHOOL-MIDDLE SCHOOL  
HOMEWORK PHILOSOPHY AND PROCEDURE

**Philosophy**

Homework in the elementary school must be purposeful and able to be completed within a reasonable time frame. Homework can be given for reinforcement of classroom instruction, practice in skill development (sight words, reading, spelling, math, procedures, etc.) memorizing important information (math facts, Bible verses, etc.), applying skills (book reports, projects, etc.), and preparing or studying for tests. Homework can also be given to assist in the development of responsibility and time management skills.

**Grade Level Procedures**

**Kindergarten**

Generally, there is little or no assigned homework in kindergarten. Any desired homework should be shared with parents for clarity sake. Students are encouraged to read or be read to 15 minutes each evening. Unfinished “seatwork” is rarely given as homework.

**First Grade**

Generally, homework is shared with parent through some form of communication such as a letter. Homework includes things such as weekly sight words, spelling words and Bible verses. Short books for students to read during the evening are often sent home. Unfinished “seatwork” is rarely given as homework. In any long-term project, sufficient time and information is given. The suggested nightly time frame is from 5 minutes to 20 minutes for the average student.

**Second Grade**

Generally, reading, Bible memory, math and spelling skills are the emphasis of most homework in second grade. Reading is encouraged every evening, though not required. Math study sheets are provided weekly, and students are encouraged to study math facts each evening for 10 minutes. Timed quizzes culminate these math skill-building assignments. Spelling lists are sent home with students weekly. Unfinished “seatwork” is rarely given as homework. Long-term projects tend to be limited in second grade. The suggested nightly

time frame for homework is between 15 minutes and 25 minutes for the average student.

### Third Grade

Generally, weekly homework includes daily reading, Bible memory, spelling, skill practices and review for tests. Assignments are written on the board for students to record in their own homework pad. Unfinished “seatwork” is rarely given for homework. Long-term projects are issued one at a time with adequate lead-time for completion. The suggested nightly time frame for the average student is between 30 minutes and 60 minutes.

### Fourth Grade

Generally, homework consists of reinforcing math and language skills, completing projects, and studying for content area tests. Teachers endeavor to make sure the workload is carefully monitored. Directions for assignments are discussed in class, and homework is written on the board. Written on the teacher’s board are the homework assignments, including long-term projects. Students are required to record the homework assignments in their homework pad for parents’ review and signatures. Unfinished “seatwork” is rarely given for homework. Long-term projects are assigned with plenty of lead-time for completion. The suggested nightly time frame for the average student is from 45 minutes to 75 minutes.

### Fifth Grade

The typical amount of time spent on homework should be between thirty minutes to one hour for the average student. This could include daily reading, Bible memory, spelling exercises, skill practice in English and math, vocabulary exercises for various subjects, and review for tests. Long-term projects are assigned with appropriate notice and students are encouraged to accomplish these in progressive steps. All homework is written on the board for the student to copy into his/her Assignment Book. To assist parents, the teacher will send home a folder with the student’s work products and other relevant information on a weekly basis.

### Sixth Grade

The typical amount of time spent on homework should be between thirty minutes to one hour for the average student. This could include Bible memory, spelling, and the practice of skills and concepts in the area of math, English and reading. In the areas of history, science and Bible, students can be assigned reading and review of material already taught. All assignments are written on

the board to be recorded by the students in Assignment Books. Unfinished class work is usually assigned for homework. All long term projects are assigned with sufficient prior notice and students are encouraged to complete these in progressive steps over the extended time. To enhance communication with parents, teachers will send home each week a folder that includes work products from the previous week.

#### **OBSERVATIONS FOR PARENTS:**

1. Concerns about homework issues should always be taken first and directly to the specific teacher who made the assignment. If resolution is not satisfactory, the parent should request a meeting with the teacher and the Principal. (Matthew 18 Principle).
2. Some parent assistance may be necessary or requested on projects; however, as much as possible, the work should be that of the student.
3. Tests may be given on Thursday, but we encourage the teachers to be considerate of the fact that we want our students to be in church on Wednesday evening.
4. Homework may be given on Wednesday, but we encourage the teacher to give consideration to the fact that Wednesday evening is church time and we strongly recommend that all students and staff be in church on Wednesday.
5. Sometimes students must learn to deal skillfully with personal tendencies toward perfectionism, disorganization and delays in getting on-task. These types of personal tendencies can significantly skew the amount of time a student spends on homework. Teachers should be consulted when such tendencies begin to affect homework. Ultimately, parents must assume the primary role for resolving such issues.

#### **Philosophy**

In the middle school, homework is a significant part of the education process. Homework can serve several purposes: to preview upcoming materials, to review material already taught, to reinforce ideas and concepts, to supplement or assist in accomplishing class objectives that class time limitations cannot afford, to provide interaction leading to discovery by the student, and finally to foster responsibility and accountability in the individual. Homework must be intended to accomplish all of the above purposes by the teacher.

### Seventh Grade

The typical amount of time spent on homework is between one hour and one hour and forty-five minutes for the average student. This would include practice problems in math. English would require weekly spelling and vocabulary exercises and a quiz, as well as practice activities in grammar. In literature, a novel will be read. Science homework includes reading, surveys, diagrams, collections, and research. Bible assignments include weekly memory verses and other related materials. All classes will involve test preparation. All assignments in each class are written on the board for students to record in their Assignment Book. All long-term projects are assigned for completion over an extended period of time.

### Eighth Grade

The typical amount of time spent on homework should be between one hour and one hour and forty-five minutes for the average student. Homework can include practice problems, worksheets, research activities, supplementary reading, journal writing, and review for tests. All long-term projects are coordinated to provide students with appropriate time to complete the assignments in a progressive manner.

### OBSERVATIONS FOR PARENTS

1. Research indicates that the one variable that leads most consistently to educational success for a student is the emphasis and encouragement that comes from parents.
2. Although homework is the student's responsibility, parents are key figures in assisting the student in developing this responsibility. Parental assistance in establishing a specific time and place for their child to complete homework assignment is important. The locations should be free from distractions.
3. Although parents are encouraged to hold children accountable in completing homework, this should not evolve into a situation where the parent is doing the work for the student. Letting the student know the parent is available if assistance is needed and establishing clear expectations regarding fulfilling schoolwork are essential parental roles in the homework process. Parents will find that calling questions to their child for test studying purposes, Bible verse memorization, and vocabulary definitions will keep the parent aware of the level of work the student is encountering and impress upon the student the value the parent has for his/her education and performance.
4. While homework may be assigned on Wednesday and tests may be given on Thursday, it is highly recommended that teachers consider that Wednesday

evening is church night and we strongly encourage all staff and students to attend church on Wednesday. Therefore, the amount of homework given and the amount of tests for Thursday should be based on the consideration of church attendance on Wednesday evening.

5. The projected homework times do not include reading incentive programs or other elective activities the student may be involved in.
6. Extended or long-term projects will be assigned with appropriate time for their completion. Students are encouraged to complete long-term projects in a progressive manner over the assigned time. Students learn the importance of planning and avoiding last minute project crunch.
7. An “Assignment Book” is required of each student in middle school. All assignments are to be written on the board and then the student can transfer the homework information into his/her Assignment Book. The process is designed to assist students in developing organizational skills. Parents are encouraged to check the Assignment Book daily for accountability purposes.
8. Some students may struggle in completing homework assignments or have perfectionist tendencies. Either characteristic can result in homework time being extended beyond expectations. Parents are encouraged to monitor the homework process regarding these two factors.
9. The teacher may incorporate modifications in assignments for students with learning disabilities. Significant modifications will be noted on the student’s report card. A doctor must document the need for modification.
10. Concerns regarding homework should be directed initially to the classroom teacher. If resolution is not satisfactory, the parents should request a meeting with the teacher and the Principal. Please follow the Matthew 18 Principle.

## HIGH SCHOOL HOMEWORK PHILOSOPHY AND PROCEDURE

### **Philosophy**

Homework in the high school at Carolina Christian Academy is a vital part of the academic program. The purpose of homework is to review, practice, expand, and enrich concepts that have been introduced in the classroom. Homework promotes responsibility and discipline in preparation for the rigorous college curriculum and the work world.

## **Procedures**

1. High school students are typically assigned two hours of homework three or four nights a week.
2. Frequently, time is allotted in the class to allow the student to begin work and raise questions concerning homework.
3. Homework generally consists of reinforcing skills, completing research for projects and papers, and studying for content area quizzes and tests.
4. While there may be homework on Wednesday night and tests on Thursday, we strongly encourage teachers to take into consideration the fact that Wednesday evening is a church night and teacher and students are encouraged to attend. Keep that in mind as you make lesson plans.
5. It is recommended that a test calendar be provided for the teachers in the levels where more than one teacher is involved with a group of students. This helps all teachers to know what tests, projects, and papers are due on certain dates and helps ensure that the students will not have an overload of work any one night. It is further recommended that not more than 2 major tests be assigned for any one day.

## **OBSERVATIONS FOR PARENTS**

1. Concerns about any homework issue should always be taken first and directly to the specific teacher who made the assignment. If resolution is not satisfactory, the parent should request a meeting with the teacher and the Principal. The Matthew 18 Principle should always be remembered.
2. Some parent assistance may be necessary or requested on projects; however, the work should be the student's.
3. Parents play a significant role in the success of homework by ensuring that their child has an established time and place for study.
4. Students must learn to deal skillfully with personal tendencies toward perfectionism, disorganization, and delays that can cause them to become overwhelmed and frustrated. These personal tendencies can significantly skew the amount of time a student spends on homework. Teachers should be consulted when such tendencies begin to affect homework. Ultimately, parents must assume the primary role for resolving such issues.
5. Students with learning disabilities may have homework modifications. An approved list of modifications is often given to the parents by the doctor who diagnosis the learning difference.
6. Parents should encourage avoiding "last minute overload" on long-term projects and papers as well as help the child to prioritize their extracurricular activities and their homework.

# CAROLINA CHRISTIAN ACADEMY

## Financial Rate Schedule

### Registration\*

<b>Registration (non-refundable).....</b>	<b>\$110.00</b>
---	-----------------

### Tuition

<b>Tuition Information</b>	<b>Grades K-12</b>
Annual Tuition	
1 <sup>st</sup> child	\$1,850.00
2 <sup>nd</sup> child	1,030.00
3 <sup>rd</sup> and each child thereafter	860.00
(Can be divided into 10 equal monthly payments)	

### Fees

<b>Special Fees</b>	<b>Amount</b>
Admissions Testing (new students only)	\$ 25.00
Workbook & Textbook Rental	150.00
Computer/Home Ec/Shop	30.00
Music: Band \$10.00 x 10 mo. Incl. Books	100.00
Graduation Fee	
Kindergarten	20.00
Eighth Grade	30.00
Seniors	40.00

\*The Student Accident Insurance (6.25); Library Fee (5.00); Activity Fee (15.00); and the Yearbook Fee (20.00) are taken from the Registration Fee.

## **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 all 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)