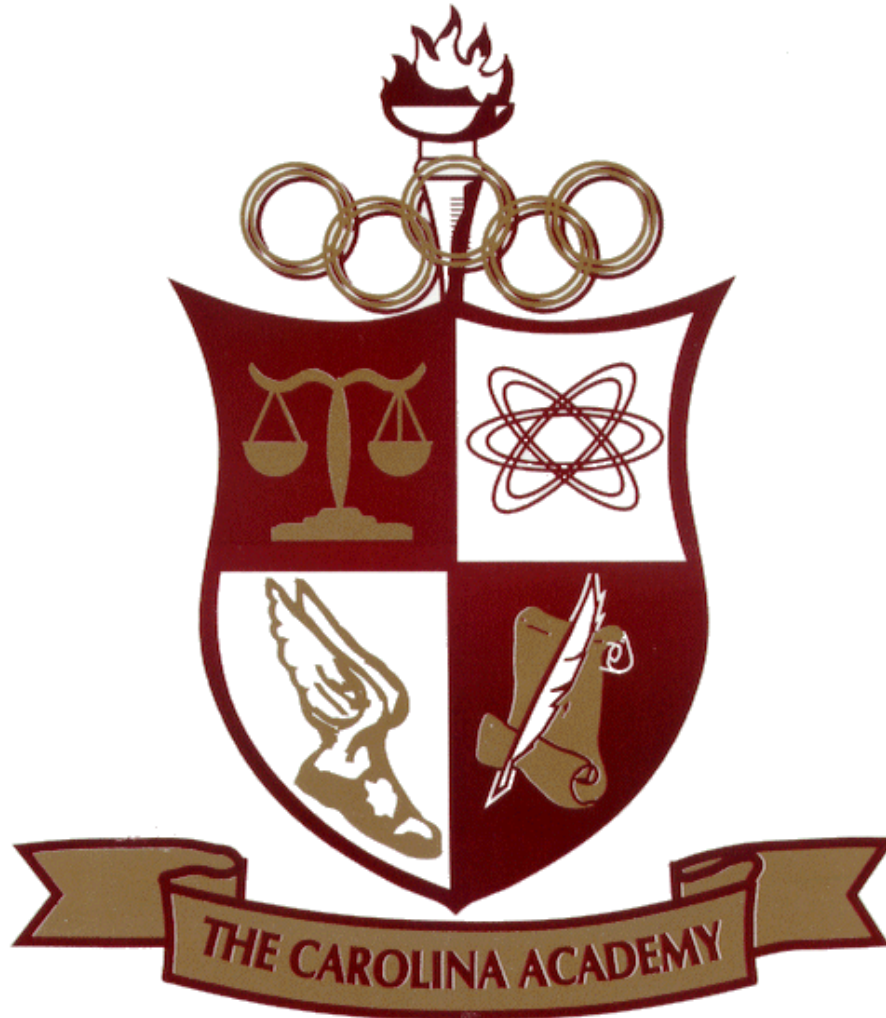


# THE CAROLINA ACADEMY



## PARENT / STUDENT HANDBOOK 2016 – 2017

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**The Carolina Academy holds advanced accreditation by the South Carolina Independent School Association (SCISA).**

The Carolina Academy is a member of and accredited by the South Carolina Independent School Association (SCISA). TCA meets the requirements and standards of "Advanced Accreditation" and was last accredited on April 30, 2008.

The South Carolina Independent School Association has partnered with AdvancED to give member schools an opportunity to meet their criteria for accreditation. AdvancED is dedicated to advancing excellence in education worldwide. The Southern Association of Colleges and Schools Council on Accreditation and School Improvement (SACS CASI) is an accreditation division of AdvancED and recognized in South Carolina. The Carolina Academy has met the requirements established by the AdvancED Accreditation Commission and Board of Trustees is hereby accredited by the Southern Association of Colleges and Schools Council on Accreditation and School Improvement.

## 2016-2017 FACULTY AND STAFF

Stevie Phillips	Head of School
Kenneth Bowen	Assistant Head of School
Anna Floyd	Curriculum and AdvancED Coordinator
Beverly Donnelly	Guidance Director, Academic/AdvancED Advisor
TJ Joye	Athletic Director, School Security
Lisa Malone	Administrative Assistant, Athletic Secretary
Linda Moore-Morris	Finance Secretary
Chrissy Tanner	School IT Coordinator, Attendance/Food Service Clerk, Pre-Algebra
Donna Nell McElveen	Resource Instructor
Amy Glover	Admissions Counselor, Secretary
Kathy Parrott	K3 Teacher
Maci Tisdale	K3 Teacher
Kellie McCutcheon	K3 Assistant Teacher
Sharon Brown	K4 Teacher
Rosemary Owens	K4 Assistant Teacher
Lachelle Spring	K4 Teacher
Elizabeth Floyd	K4 Assistant Teacher
Ann Poston	K5 Teacher
Gloria Brown	K5 Assistant Teacher
Julie Weaver	1 <sup>st</sup> Grade Teacher
Jennifer Weaver	2 <sup>nd</sup> Grade Teacher
Katherine Dukes	3 <sup>rd</sup> Grade Teacher
Megan McElveen	4 <sup>th</sup> Grade Teacher
Paula Reddeck	5 <sup>th</sup> & 6 <sup>th</sup> Grade Science, 5 <sup>th</sup> & 6 <sup>th</sup> Math
Gail Smith	5 <sup>th</sup> & 6 <sup>th</sup> Grade Language Arts, Social Studies
Mary Godwin	7 <sup>th</sup> Grade Math, Geometry CP, Algebra I CP, Algebra I Honors, Algebra II CP
Joey McDaniel	7 <sup>th</sup> Grade Life Science, Earth Science, Chemistry I
Vivian Lane	7 <sup>th</sup> Grade Literature, 8 <sup>th</sup> Grade Language Arts, Caesar's English II, English I CP, Resource Consultant
Cassie Rodgers	7 <sup>th</sup> Grade Language Arts, English II CP, English III CP English IV CP, Theatre/Music Appreciation
Randy Newell	7 <sup>th</sup> Grade Instructional Assistant
Kenneth Bowen	World History CP, Government/ Economics, U.S. History, Political Science/Current Events
Tonya Byrd	Algebra II Honors, Calculus Honors,
Shawn McDaniel	Geometry Honors, Algebra III CP, Algebra III Honors
Anna Floyd	Chemistry II, Biology I, Biology II
Johnny Stephens	English I Honors, English II Honors English III Honors, English IV Honors, Journalism
Jason Floyd	LS Computer, Computer I, Computer II
Norma McClam	Spanish I, Spanish II, Spanish III
Stuart Miles	U.S History, S.C. History, Weight Lifting
Candace Bradley	P.E
Mary Wallace Phillips	Medical Terminology, Human Growth & Development
Gina Lamb	Librarian
Jennifer Hanna	Library Assistant
Ira Barrineau	Elementary Music Teacher
Amy Rogers	Art Teacher
FMU	Chemistry 101
FDTC	English 101, English 102, Psychology 201
Elsie McKenzie	Cafeteria
Christine Spring	Cafeteria
LeErnest Felder	Head Custodian
Lilly Hanna	Custodian

**HOMEROOMS  
CLASS TIME SCHEDULE**

**High School**

Arrival	8:00 – 8:05
Homeroom	8:05 - 8:13
First Period	8:15- 9:05
Second Period	9:08- 9:58
BREAK	9:58- 10:15
SSR	10:17-10:32
Third Period	10:32-11:22
Fourth Period	11:25-12:15
LUNCH	12:15-12:45
Fifth Period	12:47-1:39
Sixth Period	1:42-2:35

**Middle School**

**5<sup>th</sup> & 6<sup>th</sup>**

Arrival Time	8:00 – 8:05
Homeroom	8:05 - 8:13
First Block	8:13 - 10:17
SSR	10:17 -10:32
BREAK	10:32 -10:47
Second Block	10:50 -11:40
LUNCH	11:40 -12:10
Third Block	12:15 - 2:25

**7<sup>th</sup> & 8<sup>th</sup>**

Arrival Time	8:00 – 8:05
Homeroom	8:05 - 8:13
First Period	8:15 - 9:05
Second Period	9:08 - 9:58
BREAK	9:58–10:15
SSR	10:17-10:32
Third Period	10:32-11:22
Fourth Period	11:25-12:15
LUNCH	12:15-12:47
Fifth Period / Activity	12:49- 1:39
Sixth Period	1:39 - 2:35

**School Dismissal Times**

Kindergarten	1:45 (K3 & K4 may be picked up at 12:00)
Grades 1 - 4	2:15
Grades 5 - 6	2:25
Grades 7 - 12	2:35

**Lunch Schedule**

1 <sup>st</sup> Lunch	(Grades K3-K5)	10:30
2 <sup>nd</sup> Lunch	(Grades 1 - 4)	11:00-11:30
3 <sup>rd</sup> Lunch	(Grades 5 - 6)	11:40-12:10
4 <sup>th</sup> Lunch	(Grades 7 - 12)	12:15-12:45

## **THE CAROLINA ACADEMY**

**The Carolina Academy is an independent, college preparatory, non-sectarian day school for students in kindergarten (K-3, K-4, & K-5) through twelfth grade. TCA does not discriminate on the basis of sex, race, color, religion or national origin in the administration of its educational program, admission policies, employment practices, or other school administered program. Carolina Academy believes that the goal of education is to promote learning and personal growth.**

The primary purpose of this handbook is to give the students and parents a general overview of the rules, regulations, and guidelines of The Carolina Academy. We believe that this information can be extremely helpful in providing the necessary structure that will be beneficial throughout the school year.

This general information booklet will not answer all questions concerning the school's program. There may be instances where parents and/or students will want to know more about a specific rule, regulation or policy. This can be achieved by referring to the Board Policy Manual available through written request to the board chairman.

It should be noted that parents/students have the right to appeal administrative decisions to the Board of Directors. Appeals should be in writing to the board and will become a part of the student's record. If a visitation is desired, the party should make a written request and the board chairman will then give a date and time to appear.

### **THE CAROLINA ACADEMY MISSION STATEMENT**

The Carolina Academy, working collaboratively with all stakeholders – students, families, and community – will provide a safe, secure learning environment and innovative educational experiences that will empower our students to achieve excellence and accept responsibility for their lives, their learning, and the world in which they live.

### **PHILOSOPHY OF THE CAROLINA ACADEMY**

We, the staff of The Carolina Academy, realize that we have the challenging responsibility of striving to meet the diverse intellectual, moral, social and physical needs of students in grades kindergarten through twelve. This unique task requires that we offer a curriculum which expands the learning process from kindergarten through high school. Therefore, we seek to provide an educational program promoting human growth and development.

- We believe in providing students the opportunity to develop self-discipline, self-reliance, self respect and a sense of responsibility in an effort to lead them to a better understanding and realization of their potential.
- Within the framework of a sound academic program, our curriculum must also provide experiences for aesthetic growth, physical fitness, counseling, guidance and extra-curricular activities.
- As educators we are aware that knowledge is constantly being expanded. We should keep ourselves informed of new methods and trends and be willing to adapt our programs to benefit the various levels of student growth.
- It is recognized that the parents and the community should participate in the educational process. The cooperation and efforts of these groups will result in growth of citizens capable of meeting the challenge of our changing society.

## THE CAROLINA ACADEMY GOALS

In order to meet the diverse needs of students at The Carolina Academy, we pursue the following goals:

1. To provide a stimulating learning environment for acquiring a basic body of knowledge in the various disciplines.
2. To provide individualized work within the framework of the regular classroom that promotes immediate remediation or enrichment.
3. To lead students in moral growth by example and instruction.
4. To assist the student in developing the ability to exercise self-discipline and good judgment in various situations.
5. To encourage a desire for truth and knowledge.
6. To instill respect for oneself and for all people.
7. To teach students to communicate effectively and to foster critical thinking and problem solving skills.
8. To provide opportunities for students to participate in classroom and extra-curricular activities which foster leadership, responsibility, and possibilities for future growth.
9. To offer physical education and extra-curricular athletic programs that teach fundamental skills, promote good sportsmanship, teamwork, and foster a positive attitude toward total fitness and leisure time activities.
10. To encourage appreciation of music, art, literature, and the beauty of nature.
11. To evaluate students' progress in their academic preparation and progression.
12. To encourage effective health and safety habits.
13. To establish and maintain cooperation and understanding between parents, school and community members.
14. To provide counseling and guidance for personal and academic problems.

## ADMISSION STATEMENT

The Carolina Academy admits students of any race, color, creed, sex, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded made available to students at the school. It does not discriminate on the basis of race, color, creed, sex, national and ethnic origin in administration and educational policies, admission policies, athletic and other school administered programs. Carolina Academy reserves the right to reject any applications for admission or employment and further reserves the right to terminate any association with students or employees if it determines that such association is incompatible with the aims and purposes of the Academy. With limited size, new students are contacted for possible admission according to the date the application was made. Carolina Academy seeks to attract students who are interested in achieving their full growth intellectually, physically, spiritually, and socially. All students must have immunization forms, etc. Stafford scores or readiness results are required if a student did not attend Carolina Academy. The application process is relatively simple and we accept applications at any time. Before a student is considered for admissions, the application file should be complete with the following items:

- **Completed application**
- **Enrollment fee (fee is non-refundable unless the school does not offer the student a position)**
- **Copy of most recent standardized test results**
- **Transcript**
- **Attendance, disciplinary and psychological data**
- **Appointment for interview (grades 7-12)**

### **K-3, K-4, K-5 (kindergarten), AND FIRST GRADE ENROLLMENT**

It is the policy of Carolina Academy that all K-3, K-4, K-5 and first grade students must be three, four, five or six years old, respectively, on or before November 1<sup>st</sup> prior to enrollment unless the Board of Directors rules otherwise. All K-3, K-4, K-5 and first grade students must have immunization forms, a birth certificate, and social security card as required by law. All pre-school (K-3, K-4) and daycare students are required by South Carolina Department of Social Services Child Care Regulatory Services to complete a General Record and Statement of Child's Health for admission to a child care facility form, we have these forms in the school office.

**POTTY TRAINING POLICY:** A student may not attend unless they are potty trained. This involves using the potty on their own as well as cleaning themselves. If there is an "accident", we must have a change of clothing on hand. If a child cannot change themselves a parent or caregiver will be notified.

### **SCHOOL POLICIES AND PROCEDURES**

It is understood that attendance at The Carolina Academy is a privilege and not a right. This privilege may be forfeited by any student or parent who does not conform to the standards and regulations of the institution. The school may request withdrawal of any student at any time who does not fit the spirit of TCA or whose general attitude or habitual actions are contrary to the best interest of the school.

### **STUDENT RESPONSIBILITIES**

(That governs all the other rules in this book)

1. To attend school, be on time, and be prepared with all materials needed.
2. To never stop a teacher from teaching or another student from learning.
3. To come to school properly dressed according to our dress code.
4. To treat all people and property with respect.
5. To never bring any item on campus that might endanger self or others.
6. To get involved in clubs and activities.
7. To keep your parents informed about your education, including your grades, your homework, and your activities at school.

### **THE HONOR SYSTEM**

The Carolina Academy believes in the spirit of truth, honesty and integrity. To maintain these values, the school must insist that the students recognize their obligation to adhere to the standards of Carolina Academy. Moreover, it is the student's responsibility to:

\*Report any instance in which the student has knowledge that academic conduct which violates this policy or its spirit has taken place to the faculty member responsible for instruction.

\*Understand the types of conduct that are deemed unacceptable and therefore, are prohibited by this policy.

\*Refrain from committing any act of cheating, plagiarizing, facilitating academic dishonesty, abusing academic materials, stealing or lying.

**The Honor Code will be posted in each classroom:**

#### **Carolina Academy Honor Code**

A Carolina Academy student will not Lie.

A Carolina Academy student will not Steal.

A Carolina Academy student will not Cheat.

A Carolina Academy student will not tolerate those who do.

## **GUIDANCE INFORMATION**

Even though every faculty member is responsible for providing some counseling to our students, TCA provides a counselor who will coordinate and be available for the more structural part of our guidance program. The guidance program provides support in the areas of academic, career and personal social needs to students. The counselor also serves as a liaison between parents and teachers and can arrange conferences when necessary.

Counseling services are an important part of a student's schooling; consequently, TCA will do everything possible to make this program available to all students. High school students work closely with the counselor on course selection and the college application process. Students may be counseled about academic matters (course selections, colleges and universities, financial aid, etc.) or personal matters by contacting their counselor.

### **Students should follow these procedures when using counseling services:**

1. Whenever possible, make an appointment in advance to talk with the counselor. Every attempt should be made to schedule appointments during break or lunch periods, before or after school.
2. Inform teacher before coming to the counselor's office.

## **COURSE REGISTRATION**

Registration for courses is a time when major decisions are made; consequently, the student (with the guidance of parents and his/her counselor) should make every effort to make wise choices.

1. The spring of each year, students and parents in Grades 8-11 will have the opportunity to be involved in course selection for the upcoming school year.
2. Once schedules have been printed, students may not request changes except for the following reasons:
  - a. When credit is needed for graduation
  - b. When credit has been earned in summer school.
  - c. When a student has not passed the pre-requisite for the next course.
3. Students enrolled in courses at the academy may adjust their schedules through the drop/add period provided for in the TCA Calendar (the first 10 days of a year-long course and first 5 days of semester course). In order to facilitate this process, requests will be made to the guidance counselor. Approvals for the dropped class and the class that is to be added must be made by the school administrator and guidance counselor. The SC Uniform Grading Scale policy states a student who drops a class after the 10 day period will receive a "WF" for the class.

## **COLLEGE PREPARATORY / DIPLOMA PROGRAM**

College bound students are encouraged to select a program of studies that will prepare them for success in college and satisfy requirements established by the S.C. Commission on Higher Education for enrollment in baccalaureate degree programs in state colleges and university. A gold label will be placed on the diploma indicating this achievement. A recommendation for the program of studies includes completion of the following:



**REQUIREMENTS:**

English	4 Units English I, II, III & IV required
Math	4 Units Algebra I, Geometry, Algebra II required; Algebra III (Calculus recommended)
Science	3 Units Biology and Chemistry required and a fourth higher science
Social Studies	3 Units U.S. Hist. and Economics/Government required
Foreign Language	2 Units Spanish (Spanish III is recommended)
Fine Arts	1 Unit required
Computer Instruction	1 Unit
Physical Education	1 Unit
Electives	5 Units
TOTAL	24 Units

**GENERAL DIPLOMA PROGRAM (See Guidance)**

To complete the standard diploma program, the student must complete the following for 22 units of credit.

English	4 Units
Math	4 Units
Science	3 Units
Social Studies	3 Units (2 of which must be US Hist. and Econ/Govt.)
Physical Education	1 Unit
Electives	<u>7 Units</u> (It is recommended that Computer Science, Spanish I and II be taken if you plan to attend college)
<b>TOTAL</b> .....	22 Units

**ENGLISH AND MATH PROGRAMS**

In order to be accepted into the Honors Program a student must have two of the three requirements:

- 1 - A score in the 87<sup>th</sup> percentile on the Stanford Achievement Test in the area for consideration
- 2 - A 90 average at the end of the seventh grade in the subject area being considered
- 3 - Committee recommendation

**Below is an outline of these programs:**

<b><u>MATH</u></b>	<b>HONORS PROGRAM</b>	<b>COLLEGE PREP PROGRAM</b>
8th	Honors Algebra I	Pre-Algebra
9th	Honors Geometry	Algebra I
10th	Honors Algebra II	Geometry
11th	Honors Algebra III	Algebra II
12th	Pre-Calculus	Algebra III
<b><u>ENGLISH</u></b>	<b>HONORS PROGRAM</b>	<b>COLLEGE PREP PROGRAM</b>
8th	English I	Language Arts
9th	English II	English I
10th	English III	English II
11th	English IV	English III
12th	English 101/102	English IV

Chemistry 101 is available for qualified juniors and seniors in alternate years.

Class schedules: Ninth or tenth grade students who want to enter the Honors Program and are eligible will be allowed to do so, but with the understanding that class schedules will not be altered.

If the student is unable to take a required course that is being offered at the same time as an Honors course, it will be his/her responsibility to take the class in summer school or in a following year. To stay in Honors courses, a student must maintain a "C" semester average or be placed on probation for the remainder of the year. Parents will be notified by letter - it should be signed and returned. If the student fails to earn a "C" at the end of the probation period, he will be placed in a regular level class.

### **CLASSIFICATION OF STUDENTS BY GRADE LEVEL**

Each year of High School (Grades 9-12) students can earn units of credit for courses taken. Students are classified by grade according to the number of units earned from year to year. In order to advance to the next grade level, a student must attain the following units: **(three units may be earned in 8<sup>th</sup> grade.) No middle school student (8<sup>th</sup> grader) may earn more than three units of credit. Carnegie units of courses in middle school will count toward the GPA.**

From 9th to 10th grade - minimum of 5 units (including one English and one Math)

From 10th to 11th grade - minimum of 11 units (including two English units and two Math units)

From 11th to 12th grade - minimum of 17 units (including three units of English and three math units)

**To Graduate a student must have:** 22 units for a General Diploma or 24 units for a College Preparatory Diploma. Students are assigned to homerooms according to grade level and number of units earned.

**Students in grades 1-8,** must, at the end of the year, have a total grade average of 70 or above to advance to the next grade level. The final grades are averaged at the years' end to make this decision. If failures have been in the math and English courses, it is required that the student attend summer school or receive at least 20 hours of tutoring during the summer.

### **SUMMER SCHOOL**

Carolina Academy will not accept summer school credit from public schools in the area or private schools unless previously approved by the Head of School and the Board of Directors following one year of enrollment at the academy. Carolina Academy will offer summer school work only when the group interested will financially support the course. The amount of the fee must be paid in full to The Carolina Academy prior to the course.

### **LEARNING RESOURCE PROGRAM**

The Resource Program at The Carolina Academy is available to students presently at no additional cost. Students in the Learning Resource program will be governed by the following statements:

1. All students receiving additional academic help from the resource teacher should have a diagnosed learning problem which prevents him/her from performing at his/her highest performance level in the classroom. An evaluation must be administered by a Florence County School District III School Psychologist to determine eligibility for services.
2. All students receiving resource services should have an IEP/ISP (individual services plan) which specifies any area(s) of need the student may have. The IEP/ISP is a clear guideline for regular classroom teachers and the resource teacher to work together to ensure resource students are offered the appropriate assistance they need in order to succeed. The plan will be reviewed on an annual basis.

3. Students in the program may receive additional help from classroom teachers on subject area assignments based on the accommodations listed in the IEP/ISP. Classroom teachers may request the resource teacher to administer tests, provide study guides for homework or classroom assignments, etc. based on the accommodations listed in the IEP/ISP.

### **Virtual School Classes:**


**Any courses taken for graduation credit will be taken through The Carolina Academy's curriculum**, unless otherwise approved by the administration, due to a scheduling conflict based on academic tracking or for credit recovery of a course taken at the academy. It must be determined by the administration that the dropping or adding of a subject is in the best interest of the student and the school. Students must receive approval to take classes through the South Carolina Virtual School.

### **DUAL CREDIT ACADEMIC POLICY:**

THE CAROLINA ACADEMY, THROUGH FLORENCE DARLINGTON TECHNICAL COLLEGE AND FRANCIS MARION UNIVERSITY OFFERS A SELECTION OF DUAL – CREDIT COURSES. THESE COURSES ARE DESIGNED FOR STUDENTS TO RECEIVE ACADEMIC CREDIT FOR COLLEGE COURSES WHILE STILL ENROLLED AS A FULL TIME STUDENT AT TCA. **STUDENTS MUST FULFILL ALL REQUIREMENTS (COMPLETED APPLICATION, TESTING, REGISTRATION FORMS, ETC) FOR DUAL CREDIT CLASSES NO LATER THAN JUNE 30 EACH YEAR.**

#### CRITERIA FOR ENROLLMENT:

1. TCA, FDTC, AND/OR FMU RESERVE THE RIGHT TO ADMIT STUDENTS INTO THE DUAL-CREDIT ACADEMIC PROGRAM.
2. ENGLISH 101/102, AND CHEMISTRY 101 ARE COURSES OFFERED AT THE ACADEMY.
3. ALL OTHER OFFERINGS – MUST HAVE PERMISSION FROM THE SCHOOL ADMINISTRATION BASED ON TEST SCORES, PREVIOUS ACADEMIC RECORDS, AND TEACHER RECOMMENDATION.
4. ALL SENIORS MUST HAVE AT LEAST FOUR ACADEMIC CLASSES TO QUALIFY AS A SENIOR AT TCA.

 REQUIREMENTS FOR FDTC COURSE ENTRANCE WILL BE ANNOUNCED BY THE FDTC ADMISSIONS DEPARTMENT. EXAMPLE: ENGLISH – SAT: 480 VERBAL, 480 MATH, OR 19 ACT COMPOSITE. OR STUDENTS MAY TAKE THE COMPASS TEST WHICH IS A COLLEGE PLACEMENT TEST.

#### ACADEMIC WEIGHT AND CREDITS:

ALL DUAL-CREDIT COURSES TAKEN THROUGH TCA, FDTC, AND/OR FMU WILL RECEIVE “AP” LEVEL ACADEMIC WEIGHT BASED ON THE SC UNIFORM GRADING SCALE. ALL APPROVED DUAL-CREDIT COURSES TAKEN BY A TCA STUDENT WILL COUNT TOWARDS GPA AND CLASS RANK

## **DUAL-CREDIT RESTRICTIONS:**

THE FOLLOWING RESTRICTIONS WILL BE PLACED ON ALL STUDENTS TAKING DUAL-CREDIT CLASSES:

1. ONLY THOSE DUAL-CREDIT CLASSES TAKEN DURING THE ACADEMIC SCHOOLYEAR (FROM THE FIRST DAY OF SCHOOL TO THE FINAL DAY OF SCHOOL) WILL COUNT TOWARDS SCHOOL GPA AND CLASS RANK.
2. ONLY DUAL-CREDIT COURSES APPROVED BY TCA WILL COUNT TOWARDS SCHOOL GPA AND CLASS RANK.
3. ADDITIONAL COLLEGE COURSES TAKEN OUTSIDE OF THE ABOVE LISTED CRITERIA MAY BE TRANSFERRED AS COLLEGE CREDITS BY THE INDIVIDUAL STUDENT BUT NOT LISTED ON ANY TRANSCRIPT PUBLISHED BY THE CAROLINA ACADEMY. THESE ADDITIONAL CREDITS WILL NOT BE COUNTED TOWARDS SCHOOL GPA OR CLASS RANK.

## **STUDENT RECORDS**

The school will maintain a complete set of records to assist in pupil guidance.

1. Student records are interpreted to include, but not limited to, identifying data, academic work completed, level of achievement (grades, standardized intelligence, aptitude, and psychological tests, interest inventory results, health data, family background information, teacher or counselor ratings and observation and verified reports of serious or recurrent behavior patterns.
2. No one but authorized school personnel, parents or legal guardian shall have access to the permanent record without a subpoena or the written permission of students and/or parents.
3. Any written request to the school administration by a student or parent regarding accuracy of data recorded in the permanent records shall become a part of the record.
4. Final grades are recorded on the student's permanent record. Numerical grades for both semesters are recorded on the permanent record as well as yearly numerical grades for course work. Units of credit are recorded for courses passed and units are added together at the end of the academic school year to determine classifications of students for the following year.
5. The school may disclose personally identifiable information from students' records without the written consent of the parent/legal guardian of the student or the eligible student only if the disclosure is:
  - To school officials (administration, teachers, guidance counselors and those supportive personnel designated by the administration of the school who have been determined to have legitimate educational interests. "Legitimate educational interest" means an interest related to a school official's responsibilities to students.
  - To school officials of other school districts in which the student seeks or intends to enroll; or,
  - To non-school agencies under conditions specified by the Family Educational Rights and Privacy Act of 1974.

**REPORT CARDS AND INTERIMS:** Report cards will be issued at the end of each quarter grading period. Number grades in addition to the Letter grade will be on the report card and on the interims. In addition to the report card all students will receive a interim report on the 22<sup>nd</sup> or 23<sup>rd</sup> day of the quarter. These reports are important and will be signed and returned to the teacher. Teachers are encouraged to call parents immediately when any urgent situation arises concerning grades or conduct.

**TESTING:** Various tests (aptitude, achievement, SAT, PSAT, ACT) are an integral part of the curriculum. A wide variety of tests will be made available to TCA students.

- The Stanford Ten Achievement Test and the Otis Lennon Aptitude Test will be administered each year to Kindergarten through 8<sup>th</sup> grades/Grades 1, 3 & 5 will take Otis Lennon.
- 8<sup>th</sup>, 9<sup>th</sup>, and 10<sup>th</sup> grade students may take the PSAT for \$15.00 per test. All 11<sup>th</sup> grade students will take the PSAT provided by the school.

**Test dates are as follows:**

ACT-September 10, 2016

October 22, 2016

December 10, 2016

February 11, 2017

April 8, 2017

June 10, 2017

ASVAB – January 6, 2017 (11<sup>th</sup> grade)

SAT-October 1, 2016

November 5, 2016

December 3, 2016

January 28, 2017

March 11, 2017

May 6, 2017

June 3, 2017

PSAT- October 14, 2015 (8<sup>th</sup>, 9<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup> grades)

Students are encouraged to take PSAT prior to taking the SAT. The PSAT is also the qualifying test for the National Merit Corporation which sponsors the National Merit Scholarship Qualifying Program.

Students interested in competition for the National Merit Scholarship Program are advised that semi-finalists and finalists are selected on the basis of scores from the PSAT taken in the junior (11<sup>th</sup>) grade year in high school. Students are encouraged to have completed Algebra I and Geometry prior to taking SAT and have completed college-preparatory English courses.

- Students should apply online to register for the SAT and ACT.
- The Armed Services Vocational Aptitude Battery (ASVAB) will be administered each year.
- Other special tests may be administered when needed for special situations and/or admission to TCA.

**TRANSCRIPTS**

A student's transcript is a compilation of all approved courses taken for credit and the numerical grades assessed for courses carrying Carnegie units. Transcripts will contain all relevant information required by the SC Commission on Higher Education and four year colleges.

**Transcripts**-It is The Carolina Academy's policy that all student records are kept confidential. Only personnel needing the records to carry out their assigned duties have access to student files, except in cases where the law provides to the contrary. All requirements outlined in the Family Educational Rights & Privacy Act of 1974 shall be met when records are transferred to or from The Carolina Academy. **Note that report cards, interim reports, and transcripts may be withheld pending a student's completion of course work or returning of library books, or a family's payment of school tuition and fees.**

## **SEMESTER EXAMS**

Cumulative exams will be given in each subject of the two semesters for 8<sup>th</sup> grade honor students and grades 9 - 12. Students may exempt second semester course exams with a semester average of 93 or above in the subject. The only first semester exemptions allowed will be in courses taken for ½ credit (such as Government or economics) if the student qualifies with the stated requirements. Absences to school or to a class will affect your exemption privileges as will behavior referrals and suspensions. The administration reserves the right to determine exemption privileges and exclusion of the privileges, including but not limited to the following.

### **A student with:**

- More than five (5) class absences in the first semester **without medical documentation from a physician or dentist** will not exempt a half semester course exam first semester. A parent note is not acceptable.
- More than ten (10) absences during a year-long course **without medical documentation from a physician or dentist** will not exempt a full year course exam second semester. A parent note is not acceptable

**Seniors** will have a choice of taking second semester exams provided they have not exceeded the attendance requirement to a class. First semester exams will not be exempted unless the course is a true semester course taken for ½ unit of high school credit.

## **GRADING SCALE**

A - 90-100  
B - 80-89  
C - 70-79  
D - 60-69  
F - 0-59

## **GRADE POINT AVERAGE (GPA) and CLASS RANK**

TCA uses the SC Department of Education uniform grading scale to compute GPA. See the Grade Point Conversion Table at the end of the handbook. Grades on report cards and transcripts in South Carolina are numerical. The conversion table assigns "quality points" to each numerical grade depending on the grade earned and the category of weight assigned to the course taken. College Prep and Tech Prep earn the base weight. Honors courses earn a one-half quality point more than the base weight. Dual credit/AP courses earn one full quality point more than the base weight. The uniform grading scale and the system for calculating GPAs and class rank will apply to all courses carrying Carnegie units, including units earned in junior high/middle school.

**South Carolina schools use the following to compute all GPAs:**

GPA =  $\frac{\text{Sum (quality points x units)}}{\text{Sum of units attempted}}$

This formula will yield each student's GPA, which can then be ranked from the highest to the lowest rank in class.

- The GPA is provided to colleges upon requests and is used to determine class rank.
- GPA computations are rounded to three (3) decimal places according to the SC uniform grading scale.
- If a student attempts a course a twice or more, all attempts and grades shall be counted in calculating class rank; however, only one credit may be counted for a diploma.
- Honors courses at TCA have the word "Honors" attached.
- The class rank for LIFE and HOPE Scholarships used by postsecondary institutions is determined at the conclusion of the senior year. These scholarships are awarded by the postsecondary institutions.
- Seniors with a cumulative grade point average of 4.00 are recognized as High Honor graduates and will wear the Honor sash at graduation
- Seniors with a cumulative grade point average of 3.00 are recognized as Honor graduates and will wear the Honor cord at graduation.

## **HONOR ROLL**

The Carolina Academy faculty strives to motivate their students to the peak of their potential. The Honor Roll is a small reward to the students who strive to achieve that potential. **The honor roll will be calculated at the end of each semester. To be eligible, a student must have an overall average of 93 and above for High Honor Roll and an overall average of 90 for the Honor Roll for the year.**

## **SCHOLASTIC AWARDS AND RECOGNITION PROGRAM**

The Counselor will make every effort to secure and/or make available as many scholarship opportunities for TCA students as possible. Also, it is very important to the Administration and Faculty that all our students be recognized for any achievements they may accomplish during the school year.

1. All scholarship information will be distributed in a fair and impartial manner.
2. Scholarships with specific criteria will be directed to all qualified students.
3. Scholarship winners will be recognized during the Senior Breakfast.

**NOTE:** Various scholastic awards given during the school year are available to all students. These awards are normally selected from students who have shown merit in academics, leadership, character, responsibility, need, discipline and service to school and community. Many outside organizations and companies also offer scholastic opportunities and awards that students can apply for during the school year. The Guidance Department keeps seniors informed about these opportunities. Students should check with their counselor and always be alert to announcements pertaining to awards and scholarships.

## **VALEDICTORIAN AND SALUTATORIAN**

These are honors bestowed on the senior students who have accomplished the highest and second highest academic averages for their four years in high school.

1. The final decision on these honors will be made when final senior grades are submitted for calculation.
2. All academic semester grades through the second semester of the senior year will be averaged using the state uniform grading scale in order to rank all senior students.

3. **A student must have been a student of TCA for the junior and senior year and**

**graduate with his/her class.**

4. If GPA's are equal through thousandths of a point value, co-valedictorian and co-salutatorian will be named.

**MARSHALS**

This is an honor bestowed upon juniors who have accomplished the highest academic averages (90 or above) through their three (3) years in high school and who display commendable attitude, leadership, and character.

1. The final decision on this honor will be announced at the conclusion of the third nine-weeks of their junior year.
2. Honor Marshals will be considered according to class rank, with the top 10 students serving who have at least a 3.6 GPR.
3. A student must have been a student at TCA for their sophomore and junior year and must be a bona-fide member of that class.

**EARLY GRADUATION**

It is the policy of The Carolina Academy to discourage early graduation. However, students at The Carolina Academy may graduate from high school in three years provided their program is properly planned.

**Students must make application with the guidance counselor for early graduation by April 1<sup>st</sup> of their sophomore year.** Written permission must be given with the guidance counselor. Students must have the approval of the school board to graduate early.

**Students graduating early will not be eligible to serve as Valedictorian or Salutatorian of the graduating class**

**WITHDRAWALS FROM SCHOOL**

1. A student withdrawing from The Carolina Academy is required to furnish verification by a parent/guardian that he/she is to be withdrawn from school.
2. The student should report to the Guidance Office as soon as he/she is aware that he/she will be withdrawing from The Carolina Academy.
3. At the beginning of the last full day he/she is enrolled in school, a withdrawal form will be issued to the student to be carried to each teacher as he/she reports to each class period. Teachers will initial the withdrawal form and record grades.
4. At the end of the school day, the withdrawal form must be brought back to the office after it has been initialed by all appropriate personnel. The secretary will then sign it and a copy will be given to the student.
5. All unpaid fees and tuition must be paid at withdrawal time. In order for transcripts to be forwarded, all financial obligations must be current.

**SENIOR INFORMATION**

1. Begin college application process early during your senior year.
2. The Guidance Counselor will inform you, in greater detail, of the application process.
4. Seniors must take at least 4 academic courses per semester.
5. Senior privileges will be tied to tardies and absences.
  - a. Seniors who do not take classes after lunch may leave for the day at 12:10.  
These students should leave every day and not return before school is dismissed.

- b. Students who have a class or classes after lunch will be allowed to leave campus for



lunch only provided they return to attend their classes on time. Students who return tardy for their classes will lose the privilege to leave campus for lunch. Students will not be allowed to bring food back to campus for other students. This will affect your privilege!

c. Seniors must sign-in and sign-out in the school office.

d. Seniors are responsible for any and all information given during homeroom.

## **MEDIA SERVICES**

**HOURS:** 8:30 a.m. – 1:30 p.m. Monday-Friday. The media center is a vital resource of learning for our students and faculty. The use of its facilities and materials by students and faculty is greatly encouraged. The librarian requests that anyone who is aware of additional needs in the media center please advise her promptly.

### **POLICIES:**

1. Each student is responsible for the material checked out in his/her name.
2. A student coming to the library from class must arrive with a pass. Students who abuse the library privilege will have this privilege suspended or revoked.
3. Teachers will accompany their class to the library, unless other arrangements have been made with the librarian.
4. Library computers will be used by students with the permission and supervision of the librarian.

### **ACCELERATED READER**

Only Grades 5-12 will be allowed to take AR tests in the Library. Grades 5K-4 will take AR tests in the classroom or during their assigned time in the computer lab under the instructor's supervision.

### **LOAN PERIODS AND FINE SCHEDULE:**

#### **Books from Regular Collection:**

These books may be checked out for a **two-week period for all grades**. If necessary, the book may be renewed.

#### **Lost and/or Damaged Books:**

If a book is lost or damaged, the responsible individual must pay to have it replaced. If there is a book that has not been turned in, the student will not be able to receive his/her report card until the book is returned or cost of replacement has been paid in full.

### **TEACHER RESOURCE CENTER**

A variety of resource materials, videos, DVDs, etc is available for teachers use. These materials are for teachers and faculty only.

### **VISUAL AIDS:**

Overhead projectors, VCR/DVD, and other equipment may be secured from the media center.

### **EXPECTED BEHAVIOR:**

1. Students should remain quiet while in the library.
2. Food, drinks, and gum ARE NOT PERMITTED in the library.
3. Materials and furniture should be cared for properly, preserving them for use by other students.
4. Anyone using the library should be courteous and respectful to all other persons.
5. Students must abide by all other school rules while in the media center or proper disciplinary action will be taken.

### **ELECTRONIC INFORMATION:**

The librarian will assist students needing information accessible through the computer system located in the library. The computer is joined with INTERNET-via a modem. We are able to access information for the students to use for educational purposes. Our own CD ROM library collection includes a variety of resources for all ages. Electronic card Catalog is available. Students are able to reserve books currently checked out by other students.

### **SUMMER READING**

Carolina Academy sponsors a summer reading program with required books and follow-up testing for students in grades 5-12. Students in lower grades are encouraged to read a variety of books during the summer.

## **GENERAL INFORMATION**

### **SCHOOL HOURS**

1. The school day begins at 8:00 a.m. and ends at 2:35 p.m.
2. Students must have a valid excuse with teacher/administration permission for staying in school after their classes are over.
3. Students in 5K – 12<sup>th</sup> grade are required to be in attendance and on time according to school policy.

### **BUILDING HOURS**

1. The school building will open at approximately 7:30 a.m. and close at approximately 3:00 p.m. unless students are meeting with a faculty member for an assigned activity.
2. Students involved in after school activities are not allowed to re-enter the main building or the Science & Kindergarten building after 3:00.

### **ATTENDANCE**

Regular attendance is necessary if a student is to make satisfactory educational progress. Therefore, all students are expected to attend school regularly and shall present a written excuse for each **absence to the homeroom teacher.**

1. **Students absent from school or from an individual class in excess of 20 days will result in failure.** Parents will be notified by the administration on the third absence.
2. In Grades 5K-8, attendance will be based on daily attendance. Eighth (8<sup>th</sup>) grade students taking high school Carnegie units must meet the high school policy. Students in grades 1<sup>st</sup> – 8<sup>th</sup>) must be present at least half of the day in order to be counted present.
3. **In Grades 9-12, attendance will be maintained for each class period (subject), credit eligibility and perfect attendance will be determined by subject. A student must be present 40 minutes in the class period to be considered present for that subject. If a student misses more than ten (10) minutes in a class, they are considered absent and it will count as one of your 20 days.**
4. **If a student misses 3 consecutive days, they are required to meet with the Headmaster.**  
**\*Valid Excuses are required in order to make up work missed due to the absence.**  
**\*Doctor's excuses will be accepted only as late as one week from the appointment.**
5. **It is expected that students will be absent only in case of illness, family emergencies, or for doctor's appointments.**
6. **Absences - Family trips /vacations are unexcused absences and will count towards your 20 days.**

7. **Absences must not exceed the 20 days. ONLY valid medical excuses for chronic**

**illnesses might be considered after 20 days by the Headmaster. Semester courses may not exceed 10 days.**

8. Students must be present at least 3 class periods per day in order to participate in any athletic practice/game or extracurricular activity.
9. **It is the responsibility of the student to arrange to make up all work including assignments missed at the convenience of the teacher within three (3) days of the absence or will not receive any credit for the work.**
11. Attendance during exams is very stringent! Students will be allowed to make up an exam only in cases of documented illness or death in the family.
12. Students must be present for the entire exam period. Detailed exam schedules and procedures will be available prior to each exam period.
13. Parents of seniors should realize that no special “cut” days are allowed for seniors.
14. Seniors are allowed two college visit any time during the school year. Juniors are allowed one college visit any time during the year.
15. Perfect attendance recognition will take place on Honors and Awards Day.

**TARDIES**

**Whether to school or to class, the following procedures are followed:**

**Morning tardies:** Students should arrive and be in assigned seats when the 8:00 bell rings. Students who enter home room after 8:05 are considered tardy and must have an excuse from the office.

1. **Tardy – Per Nine Weeks (Morning and/or Individual Class)**

1<sup>st</sup> Offense – Administration Conference / Parent Note

2<sup>nd</sup> Offense – 1 DAY LUNCH DETENTION / RECESS DETENTION

3<sup>rd</sup> Offense – 2 DAY LUNCH DETENTION / RECESS DETENTION

4<sup>th</sup> Offense – 3 DAY LUNCH DETENTION / RECESS DETENTION

5<sup>th</sup> Offense – 2 HOURS WORK DETAIL / NO ACTIVITY PERIOD

6<sup>th</sup> Offense – OUT OF SCHOOL SUSPENSION

**EARLY DISMISSAL**

1. **A student must bring a note from home, signed by a parent/guardian with a working telephone number where parent may be reached or an email must be sent to Chrissy Tanner (attendance clerk) at [ctanner@thecarolinaacademy.org](mailto:ctanner@thecarolinaacademy.org) by 8:30 a.m. in order to leave early, or if a student is to be checked out early, a parent/guardian must come into the school and sign the student out, unless otherwise approved by administration. A parent note is not in itself considered an excused tardy or early dismissal. Tests must be made up before leaving. Only a doctor’s note excuses you from school.**
2. Students in Grades 1-8 must present a doctor’s excuse to their teacher who will send it to the office.
3. Students are encouraged to time their dismissals for the end of regular class periods.
4. Students in Grades 1-8 will remain in the class until the school secretary calls for them on the intercom.
5. All students must sign out in the office **as they leave.**
6. **Students are not allowed to leave and return to school in order to run errands, obtain forgotten items, eat lunch, or for any reason other than medical.**  
**Absences and early dismissals will *only* be excused for the following three reasons:**  
**(1) an illness                      (2) family emergency                      (3) doctor appointment**

## **HOMEWORK**

1. It is the parent's responsibility to recognize that students who do their homework will have a greater chance for academic success and to help students make school work top priority.
2. It is the student's responsibility to see that his first priority is his daily preparation for each class.
3. It is the teacher's responsibility to see that expectations for homework are clear, that assignments are appropriate and that students who do their homework conscientiously are rewarded.
4. Written assignments should be turned in prior to leaving school in the event of illness or appointments.
5. If a student is absent (excused) he/she may copy a fellow student's notes but cannot use school's copy machine for this purpose. Hand written copying will facilitate learning of material.
6. Students are responsible for requesting make-up work from individual teachers, for complying with the arrangements and standards for the make-up work at the teacher's convenience, and for doing so within the allowable period of time (within three days) for each day of absence. Failure to do so will result in the automatic recording of the grade of zero for any work not completed.
7. [HM online](#) will carry The Carolina Academy's faculty list and general homework assignments. However, it remains the responsibility of each individual student to double check the assignments with the teacher. There will be a link from TCA web-page directing you to the HM online log-in.
8. In grades one through six, papers will be sent home each week and are to be signed and returned the following day.

## **ANNOUNCEMENTS**

1. Forms are available in the office. A form must be filled out and approved by the appropriate teacher or sponsor the day prior to the announcement being made.
2. The form should be placed in the tray in the office.
3. Announcements will be made during home room and at the end of the day if necessary.

## **IMMUNIZATIONS**

South Carolina law requires that each student present to the school upon entrance a valid and up-to-date **immunization record (DHEC #2740)**. **All forms must be presented to the school officials by September 5, 2016.**

## **CLOSING OF SCHOOL DUE TO INCLEMENT WEATHER**

1. When inclement weather occurs, the Administration will decide if school will open/close.
2. The decision will be announced on area radio and TV stations as early as possible.
3. If a decision is made 12 hours in advance, it will also be posted on the school website.

## **CIVIL EMERGENCIES**

1. In an emergency, parents are asked not to call the school in order to keep lines open for emergency information calls.
2. Periodic fire and/or disaster drills will be conducted.
3. Each classroom teacher will review procedures with each class.
4. Teachers will accompany each group and check the roll after exiting the building.
5. If an alarm occurs during a class change or lunch, students are to proceed calmly to safety.

6. Other emergency procedures will be covered with the faculty and student body. Complete instructions will be given to the faculty in their handbook and teachers will have a critical procedures plan in their classroom.
7. Procedures will be practiced and modeled for other emergencies as well. In the case of a complete evacuation, listen for an announcement on local radio and TV for the pick-up location (The Lake City Country Club)

### **STUDENT INSURANCE**

1. Regular insurance is included with the tuition as **secondary insurance**.
2. Regular (school day) and 24 hour insurance will be available.
3. The 24 hour insurance plan is extra and may be signed up for each school year.
4. Claim forms are available in the office.

### **INJURY AND ILLNESS**

1. Any injury or illness must be reported to the teacher in charge. The teacher will send for appropriate personnel to assist student. If necessary, the parent or guardian will be called to come for the student. In case of a serious emergency, 911 will be called and the parents will then be notified. If the child must be transported to the local hospital prior to the parent arrival, they will be accompanied by a school representative.
2. The school secretary has insurance forms available for the student/parent in case of injury.
3. **Each student is required to have an updated medical /emergency information form on file in the school office before the first day of school.**
4. Prescription medication must be brought to school in the original labeled bottle. A permission form signed by the parent or physician must accompany all medications. All medications are to be clearly labeled with proper instructions for administration. All medications must be brought to the office for storage and administration. It is unlawful to be in possession of controlled prescription medications. Controlled prescription medication must be brought to the office.

### **LOST AND FOUND**

1. Any "found" articles may be turned in to the office. Students may ask in the office for any article they have lost.
2. Lost and found items will be put in bins and placed in the front hallway or porch at least one time each semester for parents to check for any misplaced items.
3. Articles remaining at the end of the school year will be donated to charity organizations.

### **ASSEMBLIES**

1. Assemblies will be held at designated times during the school year.
2. Students are expected to exercise rules of good conduct during all assemblies.
3. Home room teachers have a seating arrangement for their classes.
4. The following standards of good conduct should always be observed:
  - a. Enter and leave the assembly area quietly and orderly.
  - b. Give courteous attention to the program.
  - c. Express approval by applauding.
  - d. Refrain from conversation with your friends; it is very discourteous to the people making the presentation.
  - e. Any talking should cease as soon as the program begins.
  - f. Books should be left in the classroom.
  - g. Classes should sit in their assigned section according to the instructions given by the teacher.

**Parents of senior class are only responsible for Baccalaureate and Graduation receptions. All other activities and decorations will be handled by the school administration.**

The senior class president will be in charge of the entire senior booklet and will coordinate Senior Day activities along with the other class officers. Rough copies are to be handed in by April 28, 2017. Final copies are to be approved by May 12, 2017. All copies are to be typed, duplicated, stapled and ready for distribution at 8:00 a.m. on the last day of senior classes.

**Senior deadlines: To be turned in to the Head of School for approval**

April 18 <sup>th</sup>	Class Prophecies & Wills (rough draft)
April 20 <sup>th</sup>	Baccalaureate speaker chosen and confirmed
April 28 <sup>th</sup>	Senior Book (rough draft) completed
May 12 <sup>th</sup>	<u>FINAL COPIES OF</u> Class Prophecy & Wills, Senior Books are due
May 22 <sup>nd</sup>	Valedictorian & Salutatorian Address are due

**Senior privileges are just that - a privilege, not a right. Seniors who are persistent in the violation of our rules at TCA will lose their senior privileges. Senior privileges will be tied to tardies and absences.**

1. Seniors who do not take classes after lunch may leave for the day at 12:15. These students should leave every day and not return before school is dismissed.
2. Students who have a class or classes after lunch will be allowed to leave campus for lunch only provided they return to attend their classes on time. Students who return tardy for their classes will lose the privilege to leave campus for lunch. Students will not be allowed to bring food back to campus for other students. This will affect your privileges!
3. Students who return campus but do not have an assigned class must check in at the Main office and then report to our media center for study session. No food or drink allowed in this area.

**SCHOOL SPONSORED TRIPS**

All students are expected to adhere to all rules and regulations that pertain to behavior during regular school hours. Parent permission slips and medical forms must be on file prior to trip. In order for any class or field trip to be school sponsored and sanctioned, such a trip must take place prior to the participating student's graduation. School regulations will apply during all school sponsored trips. Details with regards to the trip will be distributed by the sponsor or teacher. Medical information sheets will accompany the teacher or sponsor if the child is taken off campus. Appropriate number of chaperones will accompany the group. The teacher or faculty advisor will select the chaperones and brief them of their responsibilities prior to departure.

**SCHOOL/CLASS SPONSORED ACTIVITIES**

All school related activities must be approved by the administration. This includes class parties, club meetings, fund raising events, etc.

**FUND RAISING ACTIVITIES**

All ideas for fund raising must be submitted to the administration in writing. All fund raising shall be approved by the administration. All soliciting of funds in the name of The Carolina Academy must be approved by the administration.

**CARE OF SCHOOL PROPERTY**

Many parents and patrons have through their support, made this building and The Carolina Academy's program possible. Students should consider it a privilege to attend The Carolina Academy and therefore, do all in their power to keep the building attractive and make the upmost use of the facilities. Books, desks, and other property owned by the academy are entrusted to the care of the student who is responsible for the property's protection.

**Students who deface or destroy school property will be assessed the full cost of repairs and be subject to possible disciplinary action.**

### **PARKING AND CARS**

The Carolina Academy reserves the right to control traffic and parking on campus to provide a safe environment for students.

1. Students who are licensed to drive are allowed to have cars at the school **but not permitted to return to their vehicle during school hours unless student has permission and pass from office. This also pertains to retrieving a forgotten item from their vehicle.**

**The parking lot is off limits unless students are coming to school or leaving school.**

2. Student parking is in the lot beside the gym behind school..
3. Students are not permitted to drive to the athletic fields of the school during school hours and including the hour before and the hour after school.
4. Students are asked to drive slowly on campus since we have small children who may not be watching out for cars. Please drive safely.
5. Drivers will follow the prescribed traffic flow for proper pick-up and departure:

<b>K3</b>	<b>2:00</b>	<b>front porch</b>
<b>K4, K5</b>	<b>2:00</b>	<b>playground gate</b>
<b>Grades 1-3</b>	<b>2:15</b>	<b>front porch</b>
<b>Grades 4-6</b>	<b>2:25</b>	<b>side entrance</b>
<b>Grades 7-12</b>	<b>2:35</b>	<b>side entrance or front of gym</b>

### **GOLF CARTS**

**Golf carts are permitted on Carolina Academy campus only when driven by person(s) with a valid SC License (due to liability insurance) this includes all hours of the day.**

### **TEXTBOOKS**

1. The student is responsible for books assigned to him. Students are required to pay for lost books and damaged books.
2. Students will not be given credit for a course until books are returned or paid for.
3. Books, workbooks, calculators should be kept in locker at all times when not in use at school.
4. A \$1.00 fine will be assessed for textbooks or materials left in unauthorized places.

### **TELEPHONES**

1. **STUDENTS ARE PERMITTED TO USE THE OFFICE TELEPHONE ONLY IN CASE OF EMERGENCIES WITH THE PERMISSION OF OFFICE STAFF.**
2. **See Cell phone policy – page 41.**

### **RESTROOMS**

1. Students are discouraged from using the restrooms during class.
2. Gym restrooms are for use during PE only.
3. Student breaks are designed for restroom use.

### **SCHOOL/ CLASSROOM VISITORS**

**All school visitors must first report to the school office to sign in and receive a visitor's badge**

**before moving on to the classroom or other locations within the school or on the school grounds.**

Parents or guardians are welcome to visit their children's school and observe classroom activities. Please prearrange your visit through the teacher and principal at least a day in advance.

**CONFERENCES**

1. A student may make an appointment to see anyone in Administration or a teacher. Arrangements should be made prior to the time the appointment is requested.
2. Parents may make appointments by calling the school office.
3. Waiting for a conference, which has not been prearranged, will be no excuse for missing a class.

**VISITORS**

1. All visitors are to check in at the office and sign in with the secretary and receive a visitor's pass.
2. To avoid disruptions in the school day, it is necessary that visits in classrooms be made by prior arrangement.
3. Students are not permitted to bring visitors to school.
4. Parent/Guardian visitors must have prior approval from the Headmaster.

**CAFETERIA PROGRAM**

The cafeteria staff of TCA provides students and faculty with delicious meals on a daily basis. We are fortunate to have this high caliber lunch program at our school. All students will be expected to demonstrate appropriate behavior in the lunchroom. No attempt will be made here to itemize a long list of rules. Poor behavior will not be tolerated and those who choose otherwise will have their lunchroom privilege suspended or revoked. All food brought from home or purchased must be consumed in the lunchroom or at the outside picnic tables. Students should remain in the cafeteria until they are dismissed by a teacher. Just as you are expected to help keep your dining room at home clean, including not dropping food on the floor, it will be expected here as well. A class monitor will aid in the "tidy up" process after each lunch. Teaching manners will be incorporated into the curriculum.

**FOOD AND DRINKS**

1. Food and drinks are not permitted in the halls, classrooms or gym; special events must have pre-approval of the administration.
2. Chewing gum on the school grounds during the school day is prohibited.
3. **Students are not permitted to order food or have food delivered to school by a business, fellow student, parent, or other family member without administration approval.**
4. Seniors may not use their senior privilege of early dismissal at lunch to bring any food or drink items to underclassmen.

**TUITION AND FEES**

The Board of Directors strives to keep tuition at a minimum, but due to increases in the cost of supplies, operations, and keeping our staff's salaries in line with the cost of living, it is necessary to increase tuition as these needs occur. Tuition is due on the first of each month and payable over a period of 12 months beginning on June 1 of each year. New students who register after June 1 may elect to pay tuition on a 10 month basis and rotate to the 12 month basis for following year. There is a second and third child discount on tuition and there is no charge for the fourth child. New students receive a \$1,000.00 discount their first school year here. The academy's policy is that no student records be released unless the family account has been paid in full.

**MARRIED, PARENT OR EXPECTANT PARENT STUDENTS**



It shall be the policy of TCA to deny admission to any student who is a parent or expectant parent. The term parent is gender neutral and will apply even when parental rights have been terminated, as in adoption. It shall be policy that no married students attend The Carolina Academy.

### **BOY-GIRL RELATIONSHIP**

The desire of TCA is to have a comfortable atmosphere for all students. This includes having a non-threatening relationship between all students.

1. Harassment of one student by another will not be tolerated (this includes sexual harassment). See Student Code of Conduct on page.
2. Boys and girls will refrain from any open physical contact during the school day or while attending school sponsored activities.

### **PHYSICAL EDUCATION**

Students enrolled in Physical Education (P.E.), grades 5 - 9, are required to dress out.

The Carolina Academy offers six different athletic activities throughout the school year for eligible students in Grades 5-12. Athletics at TCA are financially supported in full by the Booster Club, which plays a very important role in fielding each of our teams and working closely with TCA Athletic Director and Coaching Staff. The aim of the interschool athletic program is to provide a series of athletic contests with neighboring schools, to seek friendly rivalries, friendship, improved playing skills, better community relations and good sportsmanship. For the athlete, interschool competition offers increased opportunities in developing and improving friendship and good sportsmanship. Interschool athletic competition also develops an understanding that the rules of athletic games are similar to the rules of everyday life.

For the student body, the interschool athletic program provides an opportunity to develop school morale, to be sportsmanlike hosts to visiting students and to exercise the qualities of fair play.

#### GENERAL ATHLETIC GUIDELINES:

Representing your school as an athlete carries a great deal of responsibility on and off the field or court.

Each sport will have additional rules required by the coach of that sport as deemed appropriate by the administration and Athletic Director. Dress codes will be determined by the administration and each coach will be expected to follow these established guidelines.

#### ELIGIBILITY REQUIREMENTS

1. A contestant must furnish the Athletic Director with a copy of his/her birth certificate, medical physical form, and a parents' permission slip before becoming eligible.
2. A contestant is ineligible if his/her nineteenth birthday is before September 1 of the current school year.
3. A student must take, pass, and receive credit for at least four (4) one-credit subjects or any five (5) one-credit courses each 6/9/12 week period, excluding courses taught by home school. A maximum of two (2) credits can be earned during summer sessions may be accepted from an accredited school. Core courses are defined as: English, mathematics, science, social studies, and foreign languages. A maximum of one (1) correspondence course per school year may be used for eligibility purposes. If the student does not meet these requirements, he/she will not be eligible during the next grading period.
4. A contestant has eight consecutive semesters of eligibility beginning with the first year that they enter the ninth grade (public or private). \*There are exceptions to this rule which can be approved by the SCISA Athletic Committee.
5. All transfers, member to member school or non-member to member school, must wait sixty (60) calendar days before being able to participate with his/her team or to participate in athletics. Exception: Bona fide change in residence. The Sixty Days may be waived following league/Committee review if all of the following conditions are met to the satisfaction of the Committee at its sole and absolute discretion:
  - The student has completed a Transfer Form.
  - The parents provide a statement detailing the reason for the transfer.
  - The student enrolls in the SCISA member school on or before:
    1. September 16<sup>th</sup> for fall sports.
    2. January 8<sup>th</sup> for winter sports.

offs or state championship unless he/she has enrolled and attended classes at eh member school for thirty (30) calendar days prior to the start of the play-offs. And the transfer student must have been eligible to represent his/her former school academically as well as eligible under any school, student or athletic policy that was in place when the student transferred or the student must wait for ninety (90) calendar days to be declared eligible for athletics. The Athletic Committee reserves the right to extend this period under special circumstances. Second semester transfer or transfers after January 10<sup>th</sup> will remain subject to the Sixty Day Rule unless a bona fide change in residence is determined. A transfer must participate in ten (10) days of practice before he/she is allowed to participate in a game.

Transfers: A transfer student must have been eligible to represent his/her former school academically as well as eligible under any school, student or athletic policy that was in place when the student transferred or the student must wait for ninety (90) calendar days.

These rules apply to boys and girls as well as Varsity and JV teams. If there is any question concerning your eligibility for interscholastic activities, please consult with the Athletic Director or the SCISA office.

7. Eligible students in grades 8-12 may participate on varsity teams in baseball, basketball, football, softball, and soccer. Eligible students in grades 6-12 may participate on varsity teams in tennis, golf, cross country, swimming, track, cheer, and volleyball.
8. The Athletic Committee has the authority to rule on any matter not specifically covered by rule, acting in the spirit and intent of all SCISA rules, policies, and procedures.
9. An ineligible student is not allowed to practice with his/her team or to participate in scrimmages, jamborees, or scheduled games.
10. **50% Rule.** Any student who did not receive credit for at least one-half of all courses taken the previous school year cannot be declared eligible for athletic participation until after the successful completion of the 1<sup>st</sup> semester. Reminder: A Maximum of Two Credits earned during summer sessions may be accepted from an accredited school with an established summer school program with prior approval from SCISA.
12. Regular season admission will remain **\$7.00** for Adults and **\$4.00** for students. **No charge for TCA students.**

### **FOOTBALL**

B-Team football is offered to all boys in grades 6-8 and varsity is offered to all boys in grades 8-12 who meet eligibility requirements as set forth by SCISA.

**VARSAITY:** Football is a team sport which begins the first week of August and ends around the middle of November. It is a sport which requires much hard work, but one which gives the individual a chance to receive a variety of benefits that are found in few sports.

### **VOLLEYBALL**

JV and **VARSAITY** volleyball is offered to all girls in grades 6-12 meeting eligibility requirements. Practice will begin in August.

### **BASKETBALL**

B-Team, JV and **VARSAITY:** All students meeting eligibility requirements are invited to tryout/play on these teams. Basketball will begin the first week of November and end the middle of March. The JV team season will end sooner.

### **TENNIS**

JV, **VARSAITY:** Tennis is offered to girls in the fall and boys in the spring. Students will be

required to furnish their own basic equipment and meet all eligibility requirements as the same in other sports.

### **GOLF**

JV, VARSITY: Golf is a co-ed sport for students in Grades 6-12. Students are required to furnish their own equipment and meet eligibility requirements as the same in other sports.

### **BASEBALL**

B-Team, JV, and VARSITY: Any boy in Grades 5-12 who meets all eligibility requirements may tryout or participate in baseball. The season begins in March and ends in May.

### **SOFTBALL**

B-Team, JV, and VARSITY: Softball is offered to all girls in Grades 5-12 and who meet all eligibility requirements. The season will begin in early March and end in May.

### **EQUESTRIAN**

Equestrian – Hunt Seat Riding is offered for Grades 5-12.

### **IMPORTANT RULES FOR ALL SPORTS**

- **NO SMOKING, DRUGS OR DRINKING OF ALCOHOLIC BEVERAGES**
- **ATHLETES MUST ATTEND ALL PRACTICE SESSIONS**
- **ATHLETES MUST ATTEND 3 CLASS PERIODS TO PLAY IN A GAME.**
- **ALL ATHLETES ARE EXPECTED TO DRESS APPROPRIATELY FOR ALL EVENTS**

## **STUDENT COUNCIL**

The Student Council's primary responsibility is to provide a student government and to serve as a liaison between the students and the administration. Elections will be held during the first two weeks in May. Candidates will be nominated and then selected by the student body - rising grades 7-12.

### **Activities**

1. To assist in carrying out school regulations.
2. Promote the ideals of truth, honor, and integrity.
3. Promote and/or initiate programs of improvement to school activities.

**NOTE:** See Student Body Constitution for other information.

**No student shall hold more than one major office. A major office shall be Editor of Annual, Editor of Newspaper, Class President, President of Student Council, and Club President (current clubs at the Academy).**

## **JUNIOR AND SENIOR BETA CLUBS**

The Beta Club is a National Organization dedicated to encouraging and rewarding student achievement; and to cultivate the ideals of service and leadership in our citizens of tomorrow.

### **STANDARDS FOR CAROLINA ACADEMY BETA CLUB**

1. The student must be enrolled in grades 7-12 at Carolina Academy to be eligible for Beta membership.
2. The student must take at least four academic subjects per semester to be considered for membership in Beta.
3. The student must attain a 90 average in all academic subjects (at least four) for two consecutive semesters to be eligible for membership. One of these semesters must be at Carolina Academy. In order to be counted as a semester, the student must be enrolled by September 15<sup>th</sup> or January 15<sup>th</sup>.
4. To maintain membership in The Carolina Academy Beta Club, the student must keep a 90 average each semester in all academic subjects with **no** "C".
5. Should the Beta member fail to meet the 90 average one semester, he or she is allowed one (1) semester in which to reach the required average. During this time the student is on probationary status.
6. If the student's grades fall below 90 average in two consecutive semesters, this student can follow standards for new members and return to the Beta Club after meeting these standards.
7. The student must pay local and national dues to remain on the membership roll.
8. The student shall be of: (a) worthy character, (b) good mentality, (c) creditable achievement, and (d) commendable attitude. The standards and means for appraising these qualities shall be determined by the administration.
9. Means for appraising these qualities include but are not limited to: A student with any suspension or numerous behavior referrals can be excluded from the club and from the position of an officer.

### **Affiliation and Coordination**

This chapter of the National Beta Club is an integral part of the central organization of the National Beta Club, and shall be governed by the academic and financial policies laid down in the National

Constitution of the central organization of the National Beta Club. Its coat-of-arms, motto, colors, creed, and official insignia shall be those of the National organization of the National Beta Club. The eligibility rules, for each club is available upon request. The Beta Club Faculty sponsors and Head of School will grant final membership approval.

### **SCHOOL NEWSPAPER AND YEARBOOK (THE CAROLINA LEAVES)**

**STAFF:** Consists of ninth through twelfth graders who show an interest in writing, layout, design, and art. Membership is based on writing samples submitted to the English department; and the editors are chosen cooperatively by the English Department, the Administration, and the Staff Advisor. .

**BOOK:** **The Carolina Leaves** publishes a spring delivered book.

**FINANCES:** **The Carolina Leaves** is self-sustaining and is paid for entirely through the sales of yearbooks and advertising.

TCA NEWSLETTER is published monthly on line.

### **SPELLING BEE**

The organization of the SCISA Spelling Bee at the school level is the responsibility of one of the elementary and middle school teachers. This teacher organizes the school participants and the competition. The teacher will also attend the bee with the participating students.

The regional bee is held in January. The state bee is held in February. Locations will be announced closer to the competition time.

Grades three through eight are included in competition. Two contestants are chosen from each grade, plus one alternate. The alternate does not go to the bee, but is ready to go the morning of the bee if the need arises. Classroom teachers choose contestants by various means: highest overall average, highest spelling average, a classroom spelling bee, etc. The decision is left up to the classroom teacher.

### **SCISA MATH TEAM (JUNIOR AND SENIOR)**

The Math Team consists of a talented group of students with an exceptional interest in mathematics. The Senior High Math Meet was established in 1986 and created the interest to establish a Junior High Math Meet in 1989. The purpose of this event is to offer competition and to stimulate interest in the vital discipline of mathematics. Both the senior and junior high competitions will be conducted in the same manner and follow the same format. Individual winners and school champions will be determined by earned winners and school champions will be determined by earned points. Appropriate awards will be presented to the first and second place winners with the highest point totals, and to the top individual math competitor on each team. Complete information will be sent to the host schools from the Central Office prior To the events to ensure the smooth operation of the math meets. Participants will be chosen by the Math teachers using various math competitions, lightening math rounds, tutorial sessions, etc. The final selection of the team members is left to the math teachers and/or sponsors. This is a SCISA sponsored event.

### **SCISA LITERARY MEET**

The Literary Meet was established in 1986 based on the interest of member schools. The purpose of the meet is to provide an opportunity for students who excel in the communicative arts to participate in competition with other students interested in the same activities. A detailed set of rules and regulations have been developed to ensure smoothness and consistency. The

Language Arts Department teachers and administrators will choose participants, and if necessary, there will be a competition to make the final decisions. The Literary Meet has expanded as interest grows in this activity. Students must sign up with the Language Art Teachers in early November. Dates for the auditions will be announced a week in advance. The final selection for each division will remain with the Language arts teachers/English teachers and sponsors. The SCISA Student Activities Committee will coordinate the event each year through its representative.

The following events will be offered for the Literary Meet:

- One-Act Play
- Debate
- Oral Interpretation
- Extemporaneous Speaking
- Essay
- Story Telling

### **ACADEMIC QUIZ BOWL (SCISA)**

A four member team will be selected by the faculty advisor based on interschool competition and teacher recommendations. Teams will be age appropriate: High school grades 9-12 and Middle school grades 6-8. The Academic Quiz Bowl is an annual event with separate competitions for middle and high school students. Regional competitions are held at sites determined in part by participating schools. The Senior High State Championship competition will be held at Charleston Southern University. The Middle School Championship competition site is usually announced in the spring.

### **SCHOOL SUPPORT GROUPS**

Fraternities/Sororities and other secret organizations are strictly forbidden at The Carolina Academy. No type of initiation will take place at school. Clothing bearing insignias or logos of the organization should not be worn at school

### **ATHLETIC BOOSTER CLUB**

The Carolina Academy Athletic Booster Club is an independent fund raising organization whose sole purpose is to support TCA athletics. The Booster Club is responsible for purchasing athletic equipment and uniforms and paying game officials, transportation, up-keep of fields, supplies, etc. All parents who have children participating in sports at TCA are urged to join the Booster Club. Other funds are raised through ticket sales, fund raisers, and concessions. A Booster Committee, which consists of an Executive Board and a Board of Directors organizes The Booster Club. The Committee meets once a month to discuss the plans and concerns for the Booster Club.

The Athletic Director can provide additional information regarding membership.

### **GOOD SPORTSMANSHIP**

At The Carolina Academy we play to win. We also have a reputation for fair play and good sportsmanship. We wish to keep this reputation, and the following suggestions should help accomplish this goal. Please do not question decisions that umpires or referees have made. Please do not make noises that hinder the game. For example - do not make noises while your opponents

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are attempting free throws. Please do not forget that visiting teams and fans are guests and should be treated as such. Please don't harass visitors before, during, or after the contest. We appreciate and endorse fan support; and we sincerely trust our fans to be "good sports." A sportsmanship statement is posted at the football field and in the gymnasium.



## **CODE OF CONDUCT AND STUDENT PLEDGE**

### ▪ **SEXUAL HARASSMENT POLICY**

**PEER SEXUAL HARASSMENT IS STRICTLY FORBIDDEN AT THIS SCHOOL, ON ITS PREMISES AND DURING ITS PROGRAMS AND ACTIVITIES. PEER SEXUAL HARASSMENT IS ANY UNWELCOME PHYSICAL OR VERBAL CONDUCT OF A SEXUAL NATURE, SUCH AS TOUCHING OR GRABBING OR SEXUAL COMMENTS, DIRECTED AT A PERSON BECAUSE OF HIS OR HER SEX, WHICH INTERFERES WITH THE ABILITY OF A STUDENT OR STUDENTS TO RECEIVE AN EDUCATION.**

**STUDENTS ARE EXPECTED TO TREAT THEIR FELLOW STUDENTS WITH DIGNITY AND RESPECT AT ALL TIMES ON SCHOOL PROPERTY AND IN SCHOOL PROGRAMS AND ACTIVITIES. DISCIPLINARY ACTION MAY RESULT FROM VIOLATIONS OF THIS ANTI-HARASSMENT POLICY. VIOLATIONS OF THIS POLICY MAY BE REPORTED TO TEACHERS OR ADMINISTRATORS. THE SCHOOL STRONGLY ENCOURAGES STUDENTS TO REPORT SEXUAL HARASSMENT IMMEDIATELY. THIS SCHOOL WILL TAKE PROMPT AND FAIR ACTION TO INVESTIGATE ANY REPORT AND TO STOP THE SEXUAL HARASSMENT.**

**METHODS TO REPORT AND INCIDENT: TO MAKE A HAZING/HARASSMENT REPORT, STUDENTS, PARENTS, AND STAFF MEMBERS HAVE SEVERAL OPTIONS:**

- **CONTACT AN ADMINISTRATOR OR COUNSELOR DIRECTLY, IN PERSON OR BY PHONE.**
- **LEAVE A WRITTEN MESSAGE IN THE TCA GUIDANCE OR ASSISTANT HEAD OF SCHOOL OFFICES, IN THE CONFIDENTIAL INFORMATION DROP BOX.**

**\*\*\* PLEDGE – TO BE SIGNED AT SCHOOL**

## **DISCIPLINE CODE**

### **STANDARD OF CONDUCT**

The administration, faculty and staff assume that students at The Carolina Academy are mature and responsible for their own proper behavior at school and that all matters of discipline can be handled



in a calm and reasonable manner. They are expected to conduct themselves with courtesy, honesty and respect for themselves and others at all times. In order to maintain an atmosphere conducive to learning, certain standards of behavior are necessary. Each student is under the direct control of all classroom teachers and their substitutes. Standard procedures for disciplinary infractions will be enforced fairly, promptly and equitably to every student.

In order for you to know what standards of behavior are expected, students should be familiar with all rules and regulations in the TCA Student Handbook. The rules enumerated below outlines the general expectation of the school, but violations of the spirit as well as the letter of the policies will be taken into account when an apparent violation of the rules has taken place.

### **Explanation of Terms**

**Behavior Policy** - Believing that without the appropriate behavioral patterns being present in the classroom and on the campus, the primary aim of The Carolina Academy education will be compromised, the following behavioral policy will be applied:

Any student who is out-of-school suspended more than twice during a single academic year will be placed on behavioral probation for the following school year. Should the student's behavioral performance not improve during this probationary year, he or she will be subject to dismissal from The Carolina Academy for the following school year.

A parent will be notified with a phone call and a discipline slip in the event of any suspension.

**In School Suspension** - The student will complete all assignments away from the classroom setting. The student may not participate in any extra-curricular activities during the suspension.

Parents will be notified when a student is assigned In School Suspension, and may be offered an alternative work detail.

**Out of School Suspension** - The student will not be allowed on school grounds during school hours. A grade of **zero** will be given on all work missed. The student may not attend any school activities.

**Overnight Suspension** - The student will be suspended out-of-school effective at the end of the day on which the violation occurred and will continue until a parent accompanies the student back to school. Reinstatement will consist of a conference with an administrator. If the conference is held before any class or extra-curricular activities the next day, the student will not suffer any loss of credit/participation. **NOTE:** Phone calls or letters will not be accepted.

**Work Detention** - The student will be assigned to work on a predetermined project on school grounds for a predetermined amount of time.

**After School Detention** – The student will be assigned to After School Detention for certain violations: Detention will last for one hour after school in a designated room. Teacher assigning the detention must submit work to be completed in that hour of detention. **Failure to report when assigned detention will result in one week of work detail for each day missed.**

**Hearing** - The student will be suspended out-of-school pending an administrative hearing presided over by a committee of administrative members. A faculty member may be asked to serve on the committee. The student and parent(s) will be allowed to address the committee concerning the violation that caused the suspension. The course of disciplinary action will be determined by the administration.

**Probation** - Strict behavioral guidelines that will be issued to the student, and any deviation from this may lead to expulsion from school.

**Parent Conference** - Parents will be notified on a disciplinary slip to call the appropriate administration. It is the parent's responsibility to call by the end of following school day.

**Expulsion Policy**-Expulsion means the complete the denial of school services. A student who is dismissed from school is no longer allowed to attend classes, receive academic credit, or participate in any activities sponsored by The Carolina Academy. If procedures for expulsion are initiated, the parent of the student shall be notified in writing of the time and the place of an administrative hearing. A decision shall be rendered within five school days of the hearing. The student may be suspended from school and from all activities during the time of the expulsion procedures. The right to appeal the decision of the hearing committee to the Board of Directors is reserved to either party in accordance with the provisions of this policy. A dismissed student's transcript will reflect grades earned in his/her last completed semester. In addition, to facilitate matriculation to another institution or program, Carolina Academy will provide current averages in classes taken during the semester in which expulsion occurred. A student who is dismissed within 20 days of the end of the semester may at the Head of School's discretion, take final exams separately from the rest of the students. Tuition will be expected pursuant to contract.

**Important Notes:** The discipline code is not exhaustive. The administration has the right to take other action when deemed appropriate.

-Occurrences more than the listed number may result in a hearing.

\*-An accumulation of any of the categories of offenses will result in an in-school suspension, out of school suspension, or an administrative hearing.

-All teachers and staff members have authority over students.

-Any student participating in any extra-curricular activity may lose eligibility in that activity upon the first administrative hearing except for accumulation of Category 4 offenses.

-Penalties and punishments include any on campus, in transit to and from any school event and off campus school events.

## **DISCIPLINE OFFENSES:**

### **Category 1**

1. Invasion of privacy of the opposite sex.
2. Possession/use of dangerous weapons.
3. Setting/calling in a false fire/bomb alarm.
4. Obscene language/gesture(s)-student to staff (physical, verbal or written abuse)

**Action:** Out-of-school suspension pending an administrative hearing.

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### **Category 2**

1. Disrespect, includes disrespect to a staff member.
2. Failure to attend class and leaving school grounds without administrative approval
3. Lying/falsifying information
4. Invasion of privacy
5. Possession/use of fireworks

6. Obscene language/gesture(s)-student to student including bullying behavior, humiliation, persecution, threats, and confrontations
7. Physical abuse (fighting)
8. Gambling
9. Possession of vulgar material or items.
10. Incompatibility-defined as flagrant or consistent defiance of the basic routine of the school.

**Action:** 1st time: 8 hours work detail and 1 day lunch detention

2nd time: 1 day Out-of-school suspension

3rd time: 3 days Out-of-school suspension/pending an administrative hearing

**Bullying:**

Any behaviors directly targeting an individual with threatening words, gestures, or actions such as humiliation, persecution, isolation, and cyber bullying in any form of technology will not be tolerated at The Carolina Academy. Any act that is reasonable perceived to have the effect of harming a student physically or emotionally or damaging a student's property, or placing a student in reasonable fear of harm or property damage, or demeans a student or group or students, including acts which cause substantial disruption in or interference with the orderly operation of the school. Acts of bullying as above defined will be dealt with accordingly by the school. A contact with the school counselor, or outside counseling service, at the discretion of the administration, may be recommended.

**Category 3**

Violations of category three rules will normally result in suspension, although particularly flagrant violations and repeated violations may result in expulsion. Other provisions of penalty may include monetary restitutions to the school, work detail, letters of apology, loss of leadership positions, forfeit of membership on a school team, probation, etc. "Today I give you two examinations, one in trigonometry and one in honesty. I hope you pass them both, but if you fail one, let it be trigonometry."....Madison Sarratt

- **Cheating:** - (test) or the intent to cheat (example: notes-hand written, typed-written on hand, arm, leg or any body part, or notes for use at a later time.) Using any information, regardless of how it is obtained, for fraudulent purposes, plagiarism, or falsifying data and presenting it as one's own work or research.

**Action for cheating on a test:**

1st time: Zero on the test and 8 hours work detail.

2nd time: Zero on the test; Out-of-school suspension, 2-3 days, dismissal from Honor Society/Beta Club and any Officer positions for that school year, exclusion from academic honors and awards for the length of that school year.

3rd time: Zero on the test; Administrative hearing.

- **Cheating (homework/classwork)**

**Action:**

1st time: Zero; 8 hours work detail

2nd time: Zero; Out-of-school suspension

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3rd time: Zero; Out-of-school suspension for 3 days, dismissal from honorary clubs/services.

4th time: Zero; Administrative hearing

- **Failure to follow a direct request**

**Action:**

- 1<sup>st</sup> time: 8 hours work detail
- 2<sup>nd</sup> time: Out-of-school suspension
- 3<sup>rd</sup> time: Administrative hearing

➤ **Vandalism (major)**

**Action:**

- 1<sup>st</sup> time: Restitution/administrative hearing

➤ **Vandalism (minor)**

**Action:**

- 1<sup>st</sup> time: Restitution/ 8 hours work detail
- 2<sup>nd</sup> time: Restitution/Out-of-school suspension
- 3<sup>rd</sup> time: Restitution/administrative hearing

➤ **Irresponsible use of technology**-This includes using school computers or computer devices to visit inappropriate Internet sites, download materials, send e-mail, delete or alter software and settings or sabotage school computers and networks or to defame the school's reputation or that of any member (faculty, student, parent, etc) of the school community.

➤ **Stealing (major)**

**Action:**

- 1<sup>st</sup> time: Restitution/administrative hearing

➤ **Stealing (minor)**

**Action:**

- 1<sup>st</sup> time: Restitution/8 hours work detail
- 2<sup>nd</sup> time: Restitution/overnight suspension
- 3<sup>rd</sup> time: Restitution/out-of-school suspension/ administrative hearing

➤ **Possession or use of tobacco products and or tobacco paraphernalia on school grounds or at a school function.**

**Action:**

- 1<sup>st</sup> time: 8 hours work detail
- 2<sup>nd</sup> time: Out of school suspension
- 3<sup>rd</sup> time: Administrative hearing

➤ **Drinking or under the influence, possession, purchase, distribution or transport of an alcoholic beverage on school grounds or at any school function.**

**Action:**

- 1st time: Out of School suspension and Administrative hearing

➤ **Under the influence or having possession of, purchase, distribution or transport illegal drugs or drug paraphernalia, or illegally obtained prescription drugs on school grounds or at any school function.**

**Action:**

- 1<sup>st</sup> time: Out of School suspension and Administrative hearing (notify law enforcement)

➤ **Convicted of being under the influence or having possession of illegal drugs or drug paraphernalia.**

**Action:**

1st time: Administrative hearing

**RIGHT TO SEARCH:** School officials have the authority to search and seize inappropriate items from lockers, cars, book-bags, etc, or from the person on campus or attending a school sponsored event at any time there is reason to believe that the student may be concealing illegal or potentially dangerous objects, instruments, stolen goods, chemicals, drugs or other substances. This right is reserved to protect the student body at large and will be employed with discretion.

**Category 4**

- In an unauthorized area
  - Disrupting class
  - Failure to follow directions
  - Verbal abuse of students
  - Inappropriate behavior
  - Possession or sale of unauthorized material
  - Inappropriate dress, hair length, or unshaven or any dress code violation.
- \*Students will have three school days to have their hair cut or next day to be clean shaven.  
\*Hats are not to be worn in the building.  
\*Students may be required to remain in office until clothing is corrected.  
\*Chewing gum will not be allowed. To be handled by the classroom teacher.

**Action:**

- 1st time: Warning
- 2nd time: 3 days lunch detention
- 3rd time: 2 days lunch detention and 2 hours work detail
- 4th time: 8 days lunch detention and 8 hours work detail
- 5th time: Out-of-school suspension

**Category 5 - (Student Driving)**

Any act of irresponsibility while driving a vehicle on school grounds will result in the following consequences:

**Action:**

- 1st time: Warning
- 2nd time: Loss of driving privilege-10 days
- 3rd time: Loss of driving privilege-45 days
- 4th time: Loss of driving privilege-Remainder of year

**Category 6 - Academic Discipline**

In order to ensure that each student at The Carolina Academy is conforming to the Academy's philosophy of preparing its students for productive lives and the opportunity to pursue higher education after graduation, the following school academic policy will be applied:

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**“Not Ready to Learn”** - Any student that comes to school without materials or without homework assignments shall be considered **Not Ready to Learn** and will be subject to the following:

- 1<sup>st</sup> time - Warning - Parents will be called and informed of student **Not Ready to Learn.**
- 2<sup>nd</sup> time – 3 days lunch detention

- 3<sup>rd</sup> time - Immediate Suspension- Parents will be called and must come to school to pick up the student. (If the student drives to school a parent still must come and pick up the students) and 10 days lunch detention.
- 4<sup>th</sup> time -Same as above- and an Administrative Hearing will be scheduled. (After school meeting with parents, teachers and administration)
- 5<sup>th</sup> time -Same as above and -the student will report each morning to the guidance counselor with materials and homework as well as in the afternoons with assignments written down and initialed. (Any student that does not comply with this may be recommended for expulsion)

### **ANTI-HAZING STATUTES**

Typically, statutes prohibit any willful action that recklessly or intentionally endangers the physical health of a student; some statutes include the mental health of a student as well. Many statutes enumerate certain acts which constitute hazing, i.e. sleep deprivations, forced calisthenics and drug and alcohol use. Although a particular state may not have enacted a specific hazing statute, often actions that constitute hazing may be prosecuted under other criminal statutes, such as assault or reckless endangerment statutes.

In the vast majority of states, consent by the pledge or new member is not a defense to hazing.

**In South Carolina - §§ 16-3-510 to 16-3-540 and 59-101-200, Hazing is a misdemeanor with up to \$500 in fines and/or imprisonment up to 12 months.**

### **PURPOSE AND PHILOSOPHY**

Harassment, hazing and initiation activities that involve hazing, are abusive and illegal behaviors that harm victims and negatively impact the school environment by creating an atmosphere of fear, distrust and mean-spiritedness. The Carolina Academy is committed to providing a safe and orderly environment for all students that promotes respect, civility and dignity. It is the purpose of this policy to create and preserve an educational environment free from any type of harassment, hazing or initiation activities that involve hazing.

The Carolina Academy recognizes the right of all students to participate through competition or open admission to all clubs, activities, and sport programs, and therefore, prohibits the practice of "hazing".

**Policy/Consequences:** The school strictly prohibits students from engaging individually or collectively in any form of hazing or related initiation activity on school property, in conjunction with any school activity or involving any person associated with the school, regardless of where it occurs. Any student who participates in hazing or related initiation activity, or conspires to engage in hazing, **will face immediate disciplinary action up to and including suspension, expulsion, exclusion and loss of participation in extracurricular activities. In addition, students who participate in hazing may be referred to appropriate law enforcement authorities, based on the severity of the offense and may face subsequent prosecution.**

Any sponsor or advisor who knowingly allows hazing to occur will be removed from said position and punished under South Carolina Hazing Laws. Any student found guilty of encouraging or participating in such practices shall be suspended and/or expelled from the Carolina Academy, and prohibited from any further participation in extra-curricular activities or school programs. Legal actions shall be brought under terms of §§ 16-3-510 to 16-3-540 and 59-101-200 of the Acts of 1992.

## **Prohibited conduct**

The Carolina Academy's anti-hazing policy contains several examples of hazing, which are listed to educate students, parents, coaches, club advisors, and educators about specific misconduct that may be defined as hazing. The examples include:

- Any act that involves physical brutality or physical aggression that causes or is reasonably likely to cause bodily danger or physical harm to an individual, such as whipping, beating, paddling, taping or otherwise restraining students against their will.
- Activities that unreasonably interfere with a student's academic efforts by causing exhaustion, prolonged loss of sleep or loss of study time.
- Degrading or humiliating games, pranks, stunts, practical jokes or other activities that make a student the object of amusement, ridicule, intimidation, or ostracism are considered hazing.
- Coercing or permitting students to drink alcohol or consume illicit drugs or controlled substances.
- Forcing, coercing or permitting students to eat or drink foreign or unusual substances or foods, or any other forced physical activity that could adversely affect the physical health or safety of an individual.
- Applying whipped cream, shaving cream, toothpaste or other substances to an individual's body.
- Requiring personal servitude.
- Requiring students to wear uncomfortable, ridiculous or embarrassing clothing.
- Requiring students to participate in vandalism, theft, assault, sexual acts or other criminal activity.
- Causing indecent exposure or any other gross or lewd behavior involving nudity.
- Subjecting an individual to cruel or unusual psychological conditions for any reason.
- Compelling an individual to participate in any activity that is illegal, perverse, publicly indecent, contrary to the individual's genuine moral or religious beliefs or contrary to the rules of the school district.
- Any activity that intimidates or threatens a student for reporting, or to keep a student from reporting acts of hazing or harassment.

The Head of School shall annually certify and file on the appropriate form that this policy and the law shall have been given to appropriate students and faculty.

### **Harassment, Intimidation and Bullying (HIB)**

The Carolina Academy is committed to a safe and civil educational environment for all students, employees, volunteers and patrons free from harassment, intimidation or bullying. Harassment, Intimidation, or bullying (HIB) means any intentional electronic, written, verbal, or physical act, including but not limited to one shown to be motivated by race, color, religion, ancestry, national

origin, gender, sexual orientation or mental or physical disability, or other distinguishing characteristics, when the act:

- Physically harms a student or damages the student's property; or
- Has the effect of substantially interfering with a student's education; or
- Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
- Has the effect of substantially disrupting the orderly operation of the school.

Other distinguishing characteristics can include but are not limited to, physical appearance, clothing or other apparel, socioeconomic status, gender identity, and marital status. Harassment, intimidation or bullying can take many forms including: slurs, rumors, jokes, innuendos, demeaning comments, drawing, cartoons, pranks, gestures, physical attacks, threats, or other electronic, written, oral or physical actions. Cyber bullying is verbal harassment that occurs during online activities. It can take many forms including a threatening email, nasty instant messaging, repeated notes sent to a cell phone, a website set up to mock others, "borrowing" someone's screen name and pretending to be them while posting a message, and forwarding supposedly private messages, pictures, and/or video to others.

**TCA will not tolerate harassing conduct.** In addition, TCA will not tolerate harassment of or retaliation or reprisal against any person who makes, or provides information during the investigation of a harassment complaint.

Reporting Responsibilities, How and Where to Report, and Complaint Resolution shall follow the same procedures as those prescribed for hazing. Copies of the HIB policy and procedure and materials on the recognition and prevention of HIB are available at school and on the school's website.

### **DRESS CODE**

It is belief of the administration that issues of clothing and shoes has become such a problem and a distraction to the school atmosphere that, as an institution, we should do something to help the students and teachers. There will always be discussion as to the judgement of the clothing item; however, there appears to be too much discretion left to the individual. School dress for all Middle and Upper School students should reflect the fact that students are at school for the purpose of



education, not recreation. The code below reflects the school's sense of what is in good taste, but may not cover all situations. In addition, Carolina Academy students represent the broader community whether they are on or off campus. SCISA will issue a strict dress code this year for students attending all SCISA sponsored events. This has become necessary due to some of the "lax" dress codes of the individual schools. Students and parents are reminded that many items of clothing, which may be appropriate in social settings, are not appropriate for school. Prevailing fashions may not always reflect what the school considers appropriate. The appearance standards are not to be considered all-inclusive. The administration reserves the right to determine the appropriateness of student attire, including but not limited to the following. Students are also reminded that Middle and Upper School students are highly visible to Lower School students and even serve as role models. The school is requesting the help of parents to enforce the dress code by ensuring that students are appropriately attired before leaving home. Students not in compliance may be sent home to change. Classes missed during this time are considered unexcused.

Below are some guidelines to assist parents and students about **appropriate dress and grooming for school.**

**\*FOR GRADES 5 - 12\***

1. No vulgar, obscene, or inappropriate symbols or language, or endorsement of alcoholic beverages or tobacco products on clothing will be permitted.
  2. Shoes are required at all times. **No** rubber or plastic athletic slides, beach, or shower shoes. Leather sandals are permitted.
  3. Hats or caps may not be worn at school during normal school day. This includes the gym, to and from the parking lot, and at all fields.
  4. **Girls dresses, skirts and shorts must not be shorter than four (4) inches "TCA Dollar Bill" above the top of the knee cap, when standing up. It must also be acceptable while sitting or bending, standing or reaching as decided upon by the administration.**
  5. **LEGGINGS cannot be worn as pants or jeans by themselves. Leggings can be worn if the dress/shirts/top covers the same as the four (4) inch "TCA Dollar Bill" rule.**
  6. Cut-offs, gym shorts, biker shorts or multiple pairs of shorts are not permitted. Sagging pants or those judged to have excessively wide legs may not be worn. Outer garments must cover undergarments at all times.
  7. Revealing attire or excessively tight clothing is inappropriate and will require correction.
  8. No tank tops or spaghetti straps may be worn, but sleeveless tops with at least three inch shoulder seams are acceptable. Blouses must **overlap** the skirts, shorts, or pants at the waist **sufficiently so that the midriff will be covered at all times (This means while sitting, reaching, or bending as deemed acceptable by the administration.)** Visible cleavage is inappropriate and unacceptable.
  9. **BOYS (GRADES 1-12) hair should be neat and clean and no longer than the earlobes. Hair must be worn above the eyebrows. Head wear such as head bands, bandanas, pony-tail holders etc. are not permitted. Radical hairstyles are not permitted. Those physically mature enough to shave are to do so regularly; hair and sideburns, which extend below the ear, is not acceptable. No facial hair is allowed.**
  10. **No radical hairstyles are permitted for boys or girls.**
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11. Boys shirts with buttons must be buttoned at all times and tucked in at all times. Sweatshirts and t-shirts with no buttons or collars may be left out, if appropriate.
  12. Boys and girls must be dressed appropriately, which includes not wearing inappropriate recreational clothing to school.
  13. Earrings may not be worn by male students. Females may wear earrings appropriately in the

earlobes only.

14. No visible tattoos.

No tattered or torn clothing will be allowed. (Such as holes in clothing or shoes)

Other clothing or garments may not be worn over or under clothing in order to bring the clothing item into compliance. No sunglasses are to be worn in the school building and must be properly stored away.

Under certain circumstances students will be asked to dress in Sunday attire. For instance Awards Day, boys are ask to wear khakis, light color collared shirt and tie – girls are ask to Wear Sunday dress attire that follow the above dress code.

**Any violation of dress code with respect to shorts, sandals, skirts, and midriff showing, and such attire, will result in the following:**

- 1<sup>st</sup> offense – warning – guidance
- 2<sup>nd</sup> offense – parents will be contacted, violation corrected, 1 day recess detention.
- 3<sup>rd</sup> offense – 3 days recess detention
- 4<sup>th</sup> offense – 2 hours work detail
- Over 4 offenses will result in **Out of School** suspension!

**\*The dress code for grade kindergarten through 4 will be supervised by the classroom teacher.**

**ELECTRONIC DEVICES AND TOYS**

**THE FOLLOWING ITEMS ARE NOT ALLOWED AT SCHOOL:**

1. No I-pods or musical devices, DVD players or recorders
2. Electronic video games or toys, personal laptops, i-pads (except for after school card use and after school events. TCA is not responsible for any loss or damages to these devices.)

3. Red pepper mace

**1<sup>st</sup> violation:** device will be confiscated. WARNING issued. Student may pick up at end of day.

**2<sup>nd</sup> violation:** device will be confiscated. Student will be assigned 2 HOUR WORK DETAIL.  
Parent must pick it up at their convenience.

**3<sup>rd</sup> violation:** device will be confiscated. Student will be assigned IN-SCHOOL-SUSPENSION.  
Student will not be allowed to have device on campus for remainder of the school year.

**4<sup>th</sup> violation:** device will be confiscated. Student will be SUSPENDED pending Administrative Hearing.

**5<sup>th</sup> violation:** Administrative hearing and suspension

### **Cell Phone Policy:**

**(Includes cell phones, iPhones, (ALL) cellular communication devices, pagers, scanners, etc.)**

#### **Cell phone usage will not be allowed on school grounds during hours of operation.**

Cell phones are to be in the "OFF" position and "OUT OF SIGHT" at all times during the instructional day (7:30 AM – 2:35 PM). This includes lunch periods and during the change of classes, as well as on school-sponsored trips. Students are not permitted to wear their cell phones clipped to a belt or otherwise display them in plain sight during the school day. Students may, however, carry cell phones in a backpack, purse, or inside a pocket of slacks, jeans, jacket, etc. Cell phones may be used, with administrative permission, for emergencies only. "Using" refers to, not only the making and/or receiving of calls, but also using the cell phone for any other purpose.

No use of cell phone photography is permitted during the school day. Also, cell phones are not permitted in restrooms or locker room areas during these times.

Students participating in extracurricular activities and athletics must contact their coach or sponsor for his/her rules involving cell phone use after school hours or on after-school athletic trips. Coaches and sponsors will set their rules and award consequences involving the use and/or misuse of these devices. Carolina Academy is not responsible for the loss, theft, damage, or vandalism to students' cell phones. Using a cell phone in an **unauthorized manner or in violation of the policy**, may result in disciplinary action, depending upon the nature of the prohibited activity and/or whether it is a repeat offense for that student.

#### **Electronic or Recreational Devices**

Because of the potential for disruption of the academic process, students may not have any electronic device such as Gameboys, video games, radios, tape players, cd players, or any other device that produces sound "in plain sight" or the "on" position during the instructional day. Electronic devices may be kept in backpacks for use after the instructional day ends (7:30 AM – 2:35 PM).

The head of school may authorize the use of electronic devices in special circumstances if required for instructional purposes. (Calculators, tape recorders, computers)

Violation of this policy will result in confiscation of the device as well as punishment in accordance with the school's discipline code.

Cell phones must be kept in a vehicle, in a locker, or in a designated place in the classroom in the possession of the teacher. Grades 1-6 will turn in phones to teacher each day.

#### **In the event of a violation the student will face consequences:**

##### **Consequences of behavior:**

**1<sup>st</sup> offense** – Phone will be confiscated. Parent will be notified and student must serve 2 hours work detail

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**2<sup>nd</sup> offense** – Phone will be confiscated and student will receive 8 hours work detail.

**3<sup>rd</sup> offense** – phone will be taken and student will receive Out of School Suspension.

**Any offense thereafter will result in an administrative hearing and/or out of school suspension pending decision.**

### **Playground Rules**

We would like our playground to be a safe place for our students to play. These rules are designed for the safety of each person on the playground. In addition, students are encouraged to use good judgment in playing on all equipment. The equipment is safe only when used properly. All students are expected to treat each other and all adult playground monitors in a courteous manner.

1. Stay within designated play areas. Be sure to get permission from the teacher on duty before leaving the playground for any reason.
2. If the playground is muddy, please stay on the concrete. Be sure to wipe your shoes off before entering the building.
3. Respect the rights of others to use their own space. Avoid fighting, wrestling, shoving, and games that may cause injury to others. No tackle games.
4. Remember that words can also hurt. Name calling and cursing are inappropriate behaviors and will not be tolerated at school.
5. Limit throwing and kicking of balls to appropriate game activity. Rocks, dirt, sticks, twigs, gravel, etc. should remain on the ground. Balls are not to be thrown or kicked against walls.
6. Games are open to all students desiring to play.
7. Eat food and candy before leaving the cafeteria. Gum chewing is not allowed on the playground or in the school building.
8. Refrain from riding "piggy-back" on the backs of other students. No human pyramid building is allowed.
9. Toys, skateboards, skates, hard baseballs, electronics/radios should be left at home.
10. Use the restroom before going outside. Return to the building only in an emergency, with permission from the teacher on duty. Use the restrooms by the cafeteria.
11. Listen for special announcements regarding any safety hazards that may temporarily exist on the playground. Remember there are rocks, stickers, etc. on the playground. Watch carefully as you run and play.
12. Students must have a daily note from parents to remain inside during recess.
13. Shoes/Footwear must be worn at all times when on playground or outside.

### **FIGHTING, ROUGH PLAY, AND PROFANITY**

1. Any form of fighting, including play fighting, rough play, or wrestling is not permitted.
2. Any form of foul language (profanity) is not permitted.

#### **CONSEQUENCES:**

##### **Fighting/Rough Play**

Initial violations: student/principal conference, parental contact and short-term restriction from specific activities and a referral being submitted to the office for documentation.

Continued or severe violations will result in a parent/student/principal conference, short-term restriction from specific activities, and possible suspension.

**Profanity:** Initial violation may result in a staff-monitored phone call by the student to the parent and a referral form may be submitted to the office for documentation.

Continued or severe violations will result in a parent/student/principal conference, short-term restriction from specific activities and possible suspension.

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**MY TEACHER AND I HAVE DISCUSSED THESE PLAYGROUND RULES AND CONSEQUENCES AND I UNDERSTAND THEM FULLY.**

**First Semester:**

**Student Signature** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Second Semester:**

**Student Signature** \_\_\_\_\_ **Date:** \_\_\_\_\_

*TCA teachers are to keep these forms on file. Please be sure to review rules with students again in January*

**ELEMENTARY DISCIPLINE RULES AND CONSEQUENCES:**

**Discipline Policy**

The teachers and administration have developed a policy which focuses on the student and helping to change behavior when it conflicts with the instruction in the classroom. The school policy generally follows this routine:

- The classroom teacher sets up class rules and procedures, including consequences for behavior.

- Time is set aside for the student and teacher to discuss the problem.
- If the behavior becomes serious, a parent conference may be scheduled.
- The student may be referred to the principal if the regular classroom measures have not changed the behavior.
- The principal may have a conference with the student. If necessary, the parent will be called and a referral sent home.
- A behavior contract may be developed following a conference with the parents.
- **Suspension results when there is a serious infraction of the discipline code, which includes a number of specific infractions seen on the category pages.**
- **Expulsion is the most serious consequence, as it denies the student the privilege of attending The Carolina Academy.**

### **Discipline/Referral Policy**

Referrals are issued for violations of the discipline code and for infractions of school rules. Students are seen by the assistant administrator or the administrator for every referral. All referrals are sent home with the student. Phone calls to parents will be attempted either by the staff member reporting the violation or administrator.

The following consequence options for referrals are assigned to the student by the administrator handling the referral. We wish to use the most effective intervention: they are arranged, below by increasing seriousness. There are educational offenses for which students may be suspended or considered for expulsion, even on first referral.

- **Parent Contact:** Phone call, or if unable to reach anyone, a message or note may be sent home with the student. If no response is made a letter will be mailed home.
- **Essay:** Student will write a brief essay regarding the infraction. Students spend recess time completing the assignment. They are supervised by a school employee. If student misbehave during this consequence, teachers are notified. If misbehavior continues on subsequent days, referral may be written.
- **“Time Away”:** Relocation of a student to another teacher’s room for the balance of the day or for the duration of a particular activity. The student follows the schedule of the room to which he or she is relocated. This may occur with or without referral. If a referral is written, this consequence is called “in-house suspension”. If a student misbehaves during this consequence, additional restriction will occur, such as suspension or a parent may be asked to pick up his/her child early.
- **Teacher Suspension:** Suspension of a student to the office, with work, for the balance of the day. A teacher suspension is governed by The Academy, and may be extended for a second day if the teacher is able to conference with a parent. If the student is disruptive and defiant in the office, parents may be asked to pick up the child early.
- **Campus Beautification:** Students are assigned to sweep sidewalks or pick up campus litter after they have finished eating lunch. The noon supervisor/custodian verifies that the child performed the work. If a student misbehaves during this consequence, further restriction will be assigned.

- **Alternative Classroom Restriction:** Students come to the office as soon as they arrive before school. They are encouraged to bring a book to read. They sign in and remain quietly in the office until dismissed. During recess and lunch, students are assigned to a lower grade classroom where they may work as a tutor. This option is used when a majority of a student’s misbehavior occurs on the playground, going from place to place, or in the cafeteria. If a student misbehaves and disrupts the office or the classroom during this consequence, he/she may be suspended.

- **Suspension:** A suspension is removal from school for up to 5 days at a time. They are earned for violations. Suspensions are formal, legal documents and may only be imposed for up to 20 days in one school year. There are 5 areas for which students may be suspended on the first offense. Suspensions may not be appealed, but a conference may be requested by the parent.
- **Behavior Contract:** When detention, conferencing, restriction and suspension have failed to bring about the desired improvement in behavior, these contracts are used by administrators as a last resort before placing a student before the **Administration and/or Board of Directors** for expulsion. These are signed by both the student and the parent and may be part of an Administration Hearing process. Usually full campus restriction is an automatic part of such a contract. This document may also be used in a limited fashion when adults see a pattern of continued aggression developing between two students. Students are asked to agree that they will have no contact with each other.
- **Expulsion:** Expulsion is the removal of a student from the school for up to one year for serious or continued violations. These occur after a formal hearing before the Administrative Hearing Committee, then the Board of Directors. Expulsions may be appealed to the Board of Directors.

**Community Service Option:**

Instead of disciplinary action prescribed by this article, the Head of School or Assistant Head of School or the governing board may require a student to perform community service on school grounds during nonschool hours. For the purpose of this section “community service” may include, but is not limited to, work performed on school grounds in the areas of outdoor beautification, campus betterment, and teacher or peer assistance programs. This section does not apply if suspension or expulsion is required by this article.

**TECHNOLOGY USAGE:**

Facebook, Myspace, blogging, twittering, and other social networking are not allowed during school operation times unless approved for a class project initiated by the instructor and approved by the administration.

**\*\*The principal or administrative designee may institute further restrictions as needed.**

## **Cyber Safety**

While the Internet has many benefits for families, there are also risks. To reduce these risks, parents should be knowledgeable about online dangers, establish and follow guidelines, and be continually attentive to their child's use of the Internet. The Florence County Police Department recommends that parents become familiar with the following websites to obtain information on how to reduce cyber risks- [www.netsmartz.org](http://www.netsmartz.org) and [www.isfe.org](http://www.isfe.org) .

## **LEGAL CUSTODY DOCUMENTATION**

In cases involving court-ordered custody of children, schools must have on file the appropriate state of South Carolina court documentation of custody. This assures compliance with any limiting court orders. Parents/Guardians are responsible for providing TCA with such copies.

**DSS and Police Interview Authority:** The Carolina Academy must by law allow a student to be interviewed while at school.

## **POLICY PROPOSAL**

### **Computer and Internet Use**

This policy statement prescribes administrative procedures regarding the acceptable and unacceptable uses of the Internet and the Internet computer network at Carolina Academy. These procedures will be in effect until modified or superseded by a Governing Board Policy on this subject.

Computer and Internet access is provided for faculty, staff and students at Carolina Academy for use only for academic purposes and official school business. Use of the school's Internet or computer system constitutes an agreement to abide by all provisions of this policy.

Access to the Internet from Carolina Academy and any Internet computer network have been established for educational purposes as defined by the school's curriculum to include classroom activities, career development activities, and limited high quality discovery activities. The Carolina Academy reserves the right to place restrictions on the material students access or post, and to enforce all rules set forth in the school's discipline code and the laws of the United States and the state of South Carolina.

The school's Internet access is considered a limited forum similar to a school newspaper, and therefore, the school may restrict students', faculties' and staff members' rights to free speech for valid educational reasons.

All files are considered the property of The Carolina Academy. Therefore, students, faculty and staff members should expect no privacy with respect to the content of files of the schools' computers. The school will periodically monitor the system for violations of this policy or of the law. Parents and guardians have the right to see the content of their students' computer files upon request.

A faculty or staff member will control all Internet access points, and must be present when the Internet is accessed from their classroom, laboratory or library. A faculty member must directly monitor students when they access the Internet.

The Internet will not be accessible by a substitute teacher.

All students will Log In on a time sheet and will include a brief description of the task and web site.

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**Unacceptable use** of the Internet and the school's computer network includes but is not limited to the following:

- Posting contact information (e.g. address, phone number) about oneself or any other person.
- Accessing personal e-mail through school computers
- Accessing instant messages
- Accessing or attempting to access pornographic or obscene material
- Using obscene, profane, lewd, vulgar, rude, inflammatory, threatening or disrespectful language  
(which advocates illegal acts or violence)
- Copyright infringement
- Changing file names or locations - or settings



- Plagiarism
- Using or attempting to use the Internet for commercial or political purposes
- Ordering or purchasing products or services on-line (Faculty may request educational resources through Headmaster)
- Gaining or attempting to gain access to any other computer system or person or organization's files
- Disrupting the school's computer system or destroying data by introducing or spreading a computer virus or by any other means
- Using the computer to engage in any illegal act, criminal activity or gang activity
- Giving any password to another person
- Have food, drink or magnets near computers
- Using programs other than ones purchased by the school or instructor
- Any student found accessing an unacceptable web site may lose all computer privileges

Suspected violations of this policy are to be reported to the head of school, who will investigate and report the results. Should any violation of state or federal laws occur, the school will fully cooperate with appropriate law enforcement authorities.

Violations involving the use of computers or the Internet will be disciplined based on the degree of the violation.

Students who violate this policy will be disciplined in accordance with the school's discipline code.

Faculty or staff members who violate this policy will receive an adverse personnel action, from verbal reprimand to termination.

The systems will be monitored routinely, to include frequent random checks of electronic footprints.

Inadvertent or mistaken access to inappropriate data is to be reported immediately to the supervising faculty member. Any suspicion of a malfunction of the system is to be reported immediately.

## **STUDENT ACCEPTABLE USE AGREEMENT**

**I have read the Carolina Academy's Acceptable Use Policy and the accompanying administrative rule, and agree to abide by the terms and conditions outlined therein. In my use of computers at school, I will model acceptable use of computers, the Internet and proper network etiquette.**

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**Student's signature**

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**Parent's signature**

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**Date**

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*The Carolina Academy  
Code of Conduct*

*I agree to treat my fellow students with dignity and respect at all times while on school property or during school programs or activities, and to refrain from unwelcome physical or verbal conduct of a sexual or unbecoming nature.*

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**STUDENT SIGNATURE**

---

**DATE**

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**THE HANDBOOK**

The rules and regulations in the handbook are necessary for the smooth and orderly operation of TCA and carry the force of a contract. Covering every problem in written form that might arise during the year is impossible.

Therefore, the administration can, at anytime, require changes or institute new policies that are in the best interest of the school and the students.

**The first two weeks of school, the handbook will be discussed with students in the various classes.**

## STATEMENT

I have read and understand the 2016-2017 Carolina Academy Handbook and have noted changes from the previous year. We encourage you to discuss these issues with your student(s). We thank you in advance for your support.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_  
(Parent/Guardian)

DAYTIME PHONE \_\_\_\_\_  
(Parent/Guradian)

EMAIL ADDRESS \_\_\_\_\_  
(Parent/Guardian)

**NOTE: Please sign and return this sheet to the school office by August 28, 2016.**