

TABLE OF CONTENTS

Table of Contents	1
School Calendar.....	2
Faculty and Staff.....	3
Class Time Schedule	4
TCA Missions Statement / TCA Philosophy.....	5
TCA Goals / Admissions Statement.....	6
Legal, Medical, Kindergarten, Policies and Procedures, Student Responsibilities.....	7
Honor System, Guidance Services.....	8-16
Media Services.....	16-17
General Information.....	17-23
Athletics.....	24-25
Student Activities and School Support Groups.....	26
Elementary Discipline Rules.....	29-32
Discipline Code.....	33-40
Dress Code.....	41-42
Cell Phone Policy and Other Electronic Device.....	43
Technology Usage Information.....	44-48
Computer and Internet Use Agreement.....	49
Student Code of Conduct	50
Handbook Agreement	51
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 January 19, 2017.

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.

2018-2019 FACULTY AND STAFF

Stevie Phillips	Head of School
Beverly Donnelly	High School Guidance
Vivian Lane	Administrative Assistant, 5 th Grade Social Studies
Kim Poston	STEM Coordinator
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
Maria Matthews	Resource Instructor
Amy Glover	Admissions Counselor, Secretary
Kathy Parrott	K3 Teacher
Kellie McCutcheon	K3 Assistant Teacher
Jennifer Coleman	K3 Assistant Teacher
Sharon Brown	K4 Teacher
Trena Sims	K4 Assistant Teacher
Maci Gause	K4 Teacher
Elizabeth Floyd	K4 Teacher
Ann Poston	K5 Teacher
Pam Williamson	K5 Teacher
Karen Jernigan	K5 Assistant Teacher
Julie Weaver	1 st Grade Teacher
Gloria Brown	1 st Grade Assistant
Jennifer Weaver	2 nd Grade Teacher
Donna Nell McElveen	3 rd Grade Teacher
Megan McElveen	4 th Grade Teacher
Paula Reddeck	5 th , 6 th , & 7 th Grade Math
Gail Smith	5 th , 6 th , & 7 th Grade Language Arts
Donna Lynch	6 th Grade Language Arts, 7 th Grade Literature, Reading Coach
Paula Matthews	6 th Grade Social Studies, SC History, 6 th Grade Math
Joey McDaniel	Earth Science, Chemistry I CP, Biology I CP
Michelle Downey	8 th Grade Language Arts, English II CP & Honors, English III Honors, English IV Honors
Kenneth Bowen	World History, Government/ Economics, U.S. History, Political Science/Current Events
Tonya Byrd	Pre-Algebra, Algebra II Honors, Calculus
Shawn McDaniel	Geometry Honors, Algebra III CP, Pre-Calculus
Mary Godwin	Algebra I Honors, Algebra I CP, Geometry CP, Algebra II CP
Larriane Barnette	5 th & 6 th Grade Science, Life Science
Cheri Turbeville	Biology I Honors, Chemistry I Honors, Chem. II CP, Chem. II Honors
Johnny Stephens	English ICP, English III CP, English IVCP, English I H, Journalism
Jason Floyd	LS Computer, Computer I, Computer II
Norma McClam	Spanish I, Spanish II, Spanish III
Stuart Miles	U.S History, World History, Political Science, Current Events, Weight Lifting
Candace Bradley	Physical Education
Mary Wallace Phillips	Medical Terminology, Human Growth & Development
Gina Lamb	Reading Coach
Tammy Hewitt	Librarian
Ira Barrineau	Elementary Music Teacher
Celeste Altman	Art Teacher
FDTC	English 101, English 102
Christine Spring	Cafeteria
Leigh Johnson	Cafeteria
LeErnest Felder	Head Custodian
Lilly Hanna	Custodian
Lee Poston	Custodian

**HOMEROOMS
CLASS TIME SCHEDULE**

High School (Grades 8-12)

Arrival	8:00 - 8:05
Homeroom	8:05 - 8:12
First Period	8:15 - 9:09
Second Period	9:12 - 10:05
BREAK	10:05 - 10:20
Third Period	10:23 - 11:16
Fourth Period	11:19 - 12:12
LUNCH	12:12 - 12:42
Fifth Period	12:45 - 1:39
Sixth Period	1:42 - 2:40

Activity Day Schedule (Grades 8-12)

Homeroom	8:05 – 8:12
First Period	8:15 – 8:55
Second Period	8:58 – 9:38
BREAK	9:41 – 9:56
Third Period	9:59 – 10:41
Fourth Period	10:44 – 11:26
Fifth Period	11:29 – 12:12
LUNCH	12:12 – 12:42
ACTIVITY	12:45 – 2:00
Sixty Period	2:03 – 2:40

Middle School (Grades 5, 6, & 7 Grades)

Arrival Time	8:00 – 8:05
Homeroom	8:05 – 8:12
First Block	8:15 – 9:16
Second Block	9:19 – 10:20
BREAK	10:20 – 10:35
Third Block	10:38 – 11:30
LUNCH	11:33 – 12:03
Fourth Block	12:03 – 12:48
Fifth Block	12:51 - 1:37
Sixth Block	1:40 – 2:25

<u>School Dismissal</u>	<u>Times</u>	<u>Pick Up Location</u>	
Kindergarten K3 – K5	1:45	K3... Front Porch	K4-K5... Playground
Grades 1 - 4	2:15	Grades 1-3...Front Porch	Grade 4...Gym Entrance
Grades 5 - 7	2:25	Grades 5-6...Gym Entrance	Grade 7...Front Porch
Grades 8 - 12	2:40	Grades 8-12...Gym Entrance	

Lunch Schedule

1 st Lunch	(Grades K3-K5)	10:30
2 nd Lunch	(Grades 1 - 4)	11:00-11:30
3 rd Lunch	(Grades 5 - 7)	11:33-12:03
4 th Lunch	(Grades 8 - 12)	12:12-12:42

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)**

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 The Carolina Academy with such copies.

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

STUDENT MEDICAL / EMERGENCY

Parents/Guardians are required to update student(s) medical information every year. It is the responsibility of the Parent/Guardian to inform the office in writing of any known allergies, long term illnesses and medications, any relevant medical information and or changes pertaining to your child. Parent/Guardian are ask to sign are ask to sign a medical treatment consent form in case of emergency and school personnel are unable to make immediate contact with parent/guardian.

ALL MEDICINES MUST BE REGISTERED IN THE OFFICE, IN THE ORIGINAL BOTTLE WITH NAME AND INSTRUCTIONS. IT IS THE STUDENTS' RESPONSIBILITY TO SIGN IN WITH THE SECRETAT TO RECEIVE MEDICINE AT THE DESIGNATED TIME.

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 September 1st 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.

THE CAROLINA ACADEMY 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)
TOTAL	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 High Score on ACT Aspire in the area of consideration: **Seventh Grade**-Reading High Score 438, English High Score 450, Mathematics High Score 453, Science High Score 443.
- 2 - A 90 average at the end of the seventh grade in the subject area being considered
- 3 – Committee recommendation

Students enrolled in an **Honors Program** course on a **probation status**, may drop the honors class for participation in the CP course for their grade level. This schedule adjustment can be made at the end of the first grading period with parent request and approval from the headmaster and guidance.

Below is an outline of these programs:

<u>ENGLISH</u>	HONORS PROGRAM	COLLEGE PREP PROGRAM
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

<u>MATH</u>	HONORS PROGRAM	COLLEGE PREP PROGRAM
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

<u>SCIENCE</u>	HONORS PROGRAM	COLLEGE PREP PROGRAM
8 TH		Earth Science
9 th	Honors Chemistry I	Chemistry I
10 th	Honors Biology I	Biology I
11 th /12 th	Honors Chemistry II	Chemistry II

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 8th grade.) No middle school student (8th 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 60 or above to advance to the next grade level. The final grades are averaged at the years' end to make this decision. If the student scores 70 or below in the area of Math or English, 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 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 STUDENTS TAKING DUAL CREDIT COURSES MUST HAVE AT LEAST FOUR ACADEMIC CLASSES OFFERED AT THE CAROLINA ACADEMY TO QUALIFY AS A FULL TIME STUDENT.

 REQUIREMENTS FOR FDTC COURSE ENTRANCE WILL BE ANNOUNCED BY THE FDTC ADMISSIONS DEPARTMENT. OR STUDENTS MAY TAKE THE ACCUPLACER 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 22nd or 23rd 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 **ITBS** will be administered to Kindergarten through second grade. The **CogAt** aptitude test will be administered to the students in the second grade.

ACT Aspire will be administered to all students in third grade through eighth grade.

Eighth, ninth, and tenth grade students may take the PSAT for \$15 per test. All 11th grade students will take the PSAT provided by the school.

Test dates are as follows:

ACT-September 8, 2018

October 27, 2018

December 8, 2018

February 9, 2019

April 13, 2019

June 8, 2019

July 13, 2019

SAT-August 25, 2018

October 6, 2018

November 3, 2018

December 1, 2018

March 9, 2019

May 4, 2019

June 1, 2019

PSAT- October 10, 2018

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 (11th) 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.
- 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 8th grade honor students and grades 9 - 12. Students may exempt second semester course exams with a semester average of 90 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.

Grades 8th – 12th

Grading Scale

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

Grades 1st – 7th

Grading Scale

A+ - 100
A - 93-99
B - 85-92
C - 77-84
D - 70-76
F - 0-69

GRADE POINT AVERAGE (GPA) and CLASS RANK

TCA uses the SC Department of Education uniform grading scale to compute GPA. 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:

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

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 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 90 and above for High Honor Roll and an overall average of 85 for the Honor Roll for the year.**

SCHOLASTIC AWARDS AND RECOGNITION PROGRAM FOR HIGH SCHOOL

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. Valedictorian and Salutatorian will be announced at Senior Night.

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 by May 14 for the 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.
4. Chief Marshal will be announced at Awards Day.

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 1st 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! Seniors must sign in and out in the office EACH time you leave and return.
 - 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

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

AR test will be accessible to students in grades 5K-12 via Chromebooks on school campus.

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:

Visual Aid 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.

SUMMER READING

The 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 2:40 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 – 12th 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 may cause the child to lose credit for the year. 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.**
2. **It is expected that students will be absent only in case of illness, family emergencies, or doctor's appointments.**
3. The school year consists of 180 days. **The first 10 absences from school may be lawful, unlawful, or a combination. Absences after the 10th days must be accompanied by a valid medical excuse. Valid medical excuses will only be accepted as late as one week from the appointment.** Parents will be notified by the administration on the third absence.
4. **Family trips/vacations are unexcused absences and will count towards the 20 days.**
5. In Grades 5K-8, attendance will be based on daily attendance. Eighth (8th) grade students taking high school Carnegie units must meet the high school policy. Students in grades 1st – 8th must be present at least half of the day in order to be counted present.

6. **In Grade 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 the 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.**
7. **If a student misses 3 consecutive days, an attendance conference is required.**
8. Students must be present at least 3 class periods per day in order to participate in any athletic practiced/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.
10. 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.
11. Students must be present for the entire exam period. Detailed exam schedules and procedures will be available prior to each exam period.
12. Parents of seniors should realize that no special "cut" days are allowed for seniors.
13. Seniors and juniors are allowed two college visits any times during the school year. This visit will be an excused absence when accompanied by documentation.
14. Perfect attendance recognition will take place on Honors and Awards Day.

TARDIES – (Grades 1-12)

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)**
 - 1st Offense – Administration Conference / Parent Note
 - 2nd Offense – 1 DAY Recess Detention
 - 3rd Offense – 2 DAY Recess Detention
 - 4th Offense – 3 DAY Recess Detention
 - 5th Offense – 5 DAY Recess Detention
 - 6th 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 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 6, 2018**.

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. Home room teachers will review these procedures.
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.

SENIOR CLASS RESPONSIBILITIES

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 30, 2018. Final copies are to be approved by May 12, 2018. 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 20 th	Class Prophecies & Wills (rough draft)
April 30 th	Senior Book (rough draft) completed
May 12 th	<u>FINAL COPIES OF</u> Class Prophecy & Wills, Senior Books 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 are 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.**
2. **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:

K3-K5	1:45	K3 front porch	K4, K5 playground gate
Grades 1-4	2:15	Gr. 1&3 front porch	Gr. 4 gym entrance
Grades 5-7	2:25	Gr. 5&6 gym entrance	Gr. 7 front porch
Grades 8-12	2:40	Gym entrance	

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.

TELEPHONES

1. **STUDENTS ARE PERMITTED TO USE THE OFFICE TELEPHONE ONLY IN CASE OF EMERGENCIES WITH THE PERMISSION OF OFFICE STAFF.**
2. **See Section On Cell Phone Policy.**

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. Accounts 45 days past due will result in dismissal of student(s) unless balance is paid in full. After dismissal, the account must be paid in full for student(s) to return to school or for transcripts to be released. All first semester balances must be paid in full for students to return for second semester. All past due accounts must be current in order to enroll next school 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 and no charge for the fourth child. 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.

STUDENT 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.

ATHLETIC INFORMATION

The Carolina Academy offers many 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 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. **Home School courses are excluded from Athletic eligibility.** 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 student is required to make a grade of 70 or above in every class for athletic eligibility.**
5. 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.
6. 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 16th for fall sports.
 2. January 8th for winter sports.
7. Additional transfer rules remain in effect: A transfer is ineligible to participate in the play-offs or state championship unless he/she has enrolled and attended classes at the 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 10th 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.

8. 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.
9. 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.
10. An ineligible student is not allowed to practice with his/her team or to participate in scrimmages, jamborees, or scheduled games.
11. **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 1st 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. SCISA has set Regular season admission at **\$8.00** for Adults and **\$4.00** for students. **No charge for TCA students.**
13. All athletes must be enrolled and tuition up to date in order to participate in any sports at The Carolina Academy.

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, **VARSAITY:** 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 **VARSAITY:** 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.

TRACK

Any boy or girl in Grades 5-12 who meets all eligibility requirements may tryout or participate in track. The season begins in March and ends in May.

EQUESTRIAN

Equestrian – 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
- ATHLETES ARE EXPECTED TO ALWAYS REPRESENT TCA IN A GOOD MANNER

SCHOOL SPONSORED CLUBS, ORGANIZATIONS AND 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 15th or January 15th.
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 WEBSITE 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.

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

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 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.

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; the interventions 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.

- **“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.
- **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 non-school 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.

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.

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.

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.

❖ 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. SEE FORM IN APPENDIXES.

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 assignments away from the classroom setting during regularly scheduled lunch period. 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.

Out of School Suspension - The student will not be allowed on school grounds during school hours. 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. The referring Teacher 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 administrator. It is the parent's responsibility to call by the end of following school day to establish a conference time.

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

- Invasion of privacy of the opposite sex.
- Possession/use of dangerous weapons.
- Setting/calling in a false fire/bomb alarm.
- Obscene language/gesture(s)-student to staff (physical, verbal or written abuse)
- Bullying, Hazing
- Stealing (major)
Action: out-of-school suspension pending an 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 (notify law enforcement)

- **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:
1st 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

UNLAWFUL VIOLATIONS OFF SCHOOL CAMPUS: Be advised any student considered to have acted in violation of the law off school campus is in violation of the schools policies and will be subject to discharge and/or expulsion from the academy. The Carolina Academy reserves the right to terminate any association with a student if it determines that such association is incompatible with the aims and purposes of The Carolina Academy. See TCA Admission Statement (pg.6) and School Policies and Procedures (pg.7) of handbook.

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 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, will not be tolerated. 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.

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.

HARRASSMENT, 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.

Category 2

- Disrespect, including disrespect to a staff member.
- Failure to attend class and leaving school grounds without administrative approval
- Lying/falsifying information
- Invasion of privacy
- Possession/use of fireworks
- Obscene language/gesture(s)-student to student
- Physical abuse (fighting)
- Gambling
- Possession of vulgar material or items.
- Incompatibility-defined as flagrant or consistent defiance of the basic routine of the school.

Action: 1st time: 5 days of recess detention

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

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

➤ **Vandalism (major)**

Action:

1st time: Restitution/administrative hearing

➤ **Vandalism (minor)**

Action:

1st time: Restitution/ 5 days of recess detention

2nd time: Restitution/Out-of-school suspension

3rd time: Restitution/administrative hearing

➤ **Stealing (minor)**

Action:

1st time: Restitution/5 days of recess detention

2nd time: Restitution/overnight suspension

3rd 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:

1st time: 5 days of recess detention

2nd time: Out of school suspension

3rd time: Administrative hearing

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, letters of apology, loss of leadership positions, forfeit of membership on a school team, probation, or other consequence that the administration deems appropriate.

“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: providing answers to another student; using notes handwritten or typed; notes written on hand, arm, leg or any body part; or notes for use at a later time.) Using any information or providing information to another student, 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 5 days of recess detention.

2nd time: **Zero** on the test; Out-of-school suspension for 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**; 5 days of recess detention

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

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:

1st time: 5 days of recess detention

2nd time: Out-of-school suspension

3rd 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

➤ Inappropriate behavior

➤ 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 recess detention

3rd time: 5 days recess detention

4th time: Out-of-school suspension and an Administrative hearing

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:

“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:

Action:

1st time - Warning - Parents will be called and informed of student Not Ready to Learn.

2nd time - Student required conference with guidance counselor. 5 days of Recess Detention.

3rd time - Parents will be called to pick up the student from school for remainder of day. (If the student drives to school a parent still must pick up the student). Student required to conference with guidance counselor again. 10 days Recess Detention

4th time –Immediate Suspension. Administrative Hearing will be scheduled. Any student that does not comply with this may be recommended for expulsion.

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.
3. Hats or caps may not be worn at school during normal school day. This includes the Gym during the regular school day.
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 ONLY if the dress/shirts/top covers meet the “finger-tip” rule, standing straight.**
6. Cut-offs, gym shorts, biker shorts or multiple pairs of shorts **must meet “finger-tip” rule.** 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.**
11. Boys shirts with buttons must be buttoned at all times.
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 in the earlobes only.
14. No visible tattoos.
15. No tattered or torn clothing will be allowed. (Such as holes in clothing or shoes)
16. Other clothing or garments may not be worn over or under clothing in order to bring the clothing item into compliance.
17. No sunglasses are to be worn in the school building and must be properly stored away.

Under certain circumstances students will be EXPECTED 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:

- 1st offense – warning – guidance – parents contacted - violation corrected
- 2nd offense – parents will be contacted, violation corrected, 3 days recess detention
- 3rd offense – 5 days recess detention
- 4th offense – **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, (except for after school care use and after school events).
TCA is not responsible for any loss or damages to these devices.
 3. Red pepper mace / Keychains that contain mace.
- 1st violation:** Device will be confiscated. WARNING issued. Student may pick up at end of day.
- 2nd violation:** Device will be confiscated. 3 days recess detention. Parent must pick up device.
- 3rd violation:** Device will be confiscated. 5 days recess detention. Student will not be allowed to have device on campus for remainder of the school year.
- 4th violation:** Device will be confiscated. Out of School Suspension pending Administrative Hearing.

Cell Phone Policy: (cell phones, iPhones, apple watches, and all communication devices)

Cell phones must be in the “OFF” position and “OUT OF SIGHT” at all times during the instructional day (8:00 AM – 2:35 PM). This includes during the change of classes, and while in restrooms and locker rooms.

Grades 8-12 are permitted to use cell phones only in the cafeteria and outside eating areas.
Grades 1-7 are not allowed to use cell phones at school.

The use of cell phones or any other type of electronic photography/videography is NOT permitted during the school day. Students / Athletes must refrain from photos/videos of opposing teams, athletes, and other students without permission. Sharing photos/videos of any type via text or on Social Media, WILL RESULT IN IMMEDIATE SUSPENSION AND LOSS OF CELL PHONE PRIVILEGE FOR REMAINDER OF THE SCHOOL YEAR.

Using a cell phone in an unauthorized manner or in violation of the policy, will result in disciplinary action, depending upon the nature of the prohibited activity and/or whether it is a repeat offense for that student.

- Cell phones are not permitted to be used in restrooms or locker rooms.
- 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.
- Students are not permitted to wear their cell phones clipped to a belt or otherwise displayed in plain sight during the school day. Students may carry cell phones in a backpack, purse, or inside a pocket of slacks, jeans, jacket, etc.

In the event of a violation the student will face the following consequences:

Consequences of behavior:

1st offense – Phone will be taken. Student may pick up at end of day. 9 weeks loss of phone privilege

2nd offense – Phone will be taken. Parent must pick up phone. Loss of phone privilege rest of year.

3rd 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.

Technology

The Carolina Academy is committed to providing the best educational experience to the students that we serve. This commitment requires that the school provide functional, safe, and reliable technology resources to the students, faculty, and staff. Use of the school's technology resources constitutes an agreement to abide by all provisions in this policy.

Access to the internet at The Carolina Academy has been established for educational purposes as defined by the school's curriculum. The Carolina Academy reserves the right to place restrictions on the materials students access or post, and to enforce all rules set forth in the school's discipline code and in federal and state laws. The school may restrict students', faculty members' and staff members' rights to free speech for valid educational reasons.

All files are considered property of The Carolina Academy; therefore, students, faculty and staff members should expect no privacy with respect to the content of files on the schools' computers. The school will 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.

Unacceptable Use

Unacceptable use of the internet, school computers, Chromebooks, and the school's computer network includes but is not limited to the following:

- Posting contact information (e.g. address, phone number, etc.) about oneself or any other person
- Accessing personal email through school computers
- Accessing social media
- Accessing or attempting to access pornographic material
- Using obscene, profane, lewd, vulgar, rude, inflammatory, threatening or disrespectful language
- Copyright infringement
- Changing file names, locations, or settings
- Plagiarism
- Using or attempting to use the internet for commercial or political purposes
- Ordering or purchasing products or services online
- Gaining or attempting to gain access to any other computer system or another person's/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 a person
- Having food, drink, or magnets near computers
- Using programs other than those approved by the school
- Any student found accessing an unacceptable website will lose all computer privileges

The system will be monitored regularly to include checks of electronic footprints. Inadvertent or mistaken access to inappropriate data is to be reported immediately to the supervising faculty member. Any suspicions of a malfunction in the system should be reported immediately.

Violations involving the use of internet, computers, or Chromebooks will be disciplined based on the degree of the violation according to the school discipline policy or the law.

Student Chromebooks

The following policies refer to the use of an individual student computing device, a Chromebook. As TCA's technology initiative centers on new devices, software, and educational methodologies, additional policies will continually be reviewed and updated. Please refer to The Carolina Academy's website for the most up-to-date information.

Students in grades 3K - grade 6 will have access to Chromebooks throughout the school day that are stored in charging lockers when not in use. Students in grade 6 may take the Chromebook home as determined by the teacher. Students in grade 6 will be responsible for getting their Chromebooks out of the charging lockers each morning and returning them to the lockers before they leave unless they are scheduled to go home that day. Students in grades 7-12 will be responsible for carrying his/her Chromebook to every class and home.

Distribution of Chromebooks

1. Each student will receive a Chromebook formatted by The Carolina Academy once an Acceptable Use Policy is signed and returned to the school.
2. A parent/guardian may choose not to have their child participate in the 1 to 1 Chromebook Initiative by signing the Opt-Out Statement. The Carolina Academy cannot guarantee equal access to materials and/or quality of materials to students opting out of the 1 to 1 Chromebook Initiative.
3. Chromebooks will be distributed at the beginning of the school year and collected at the end of the school year. Chromebooks not turned in by the last day of school will be treated as lost or stolen Chromebooks, which will include fees and possible legal action.
4. Students who leave The Carolina Academy during the school year must return their Chromebook, along with any other accessories when they leave the school. Failure to return a Chromebook in a timely fashion may result in legal action.

Student Use of the Chromebook

1. The Chromebook is the property of The Carolina Academy and may be seized and reviewed at any time. The student should have NO expectation of privacy of materials found on a Chromebook or a school-supplied or supported email service.
2. The Chromebook comes equipped with both a front and rear camera and video capacities. As with all recording devices, it is best practice and common courtesy to ask permission before recording an individual or group. Students **must** obtain school permission to publish a photograph or video of any school related activity.
3. Students in grades 7-12 are responsible for bringing their Chromebook to school every day unless otherwise directed by a staff member. Failure to bring a Chromebook or any other class material(s) does not release the student from their responsibility for class work. If a student repeatedly fails to bring materials to class, including a Chromebook, the student will be subject to disciplinary action per the school's handbook.
4. Students in grades 7-12 are responsible for bringing their Chromebook to school fully charged. A student's failure to bring their Chromebook charged will result in disciplinary action.
5. **“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:
Action:
 - 1st time - Warning - Parents will be called and informed of student Not Ready to Learn.
 - 2nd time - Student required conference with guidance counselor. 5 days of Recess Detention.
 - 3rd time - Parents will be called to pick up the student from school for remainder of day. (If the student drives to school a parent still must pick up the student). Student required to conference with guidance counselor again. 10 days Recess Detention
 - 4th time –Immediate Suspension. Administrative Hearing will be scheduled. Any student that does not comply with this may be recommended for expulsion.
6. While personalized screensavers or backgrounds are permitted, inappropriate or provocative images including but not limited to pornographic images, guns, weapons, inappropriate language, threatening language, drugs, alcohol, or gang-related images are not permitted and such actions are subject to disciplinary action.
7. A student may download non-explicit music and apps.
8. Games, music, videos, and sound use, while at school, will be at the discretion of the classroom teacher and building administrator.

9. The school issued Chromebook is designed as a tool for learning. Misuse of the Chromebook may result in disciplinary action.
10. All students should recognize and guard their personal and private information. While on the Internet, students shall not reveal personal information, including a home address or phone number, or the address or phone numbers of other students.
11. All students in grades 7-12 are expected to take their Chromebook home at night for class work and recharging. All care, handling and appropriate use that is in effect during the school day shall extend to the use of the Chromebook at home.
12. The Carolina Academy makes no guarantee, written or implied, that materials on the Chromebook, including student work, will be safe from deletion or corruption, accidental or otherwise.

Care and Maintenance of the Chromebook

1. Do not attempt to gain access to the internal electronics or repair your Chromebook. If your Chromebook fails to work or is damaged, report the problem to your school's main office as soon as possible. Chromebook repair/replacement options will be determined by school's administration. You may be issued a temporary Chromebook or other materials until your Chromebook is working properly or replaced.
2. Never leave a Chromebook unattended. When not in your personal possession, the Chromebook should be in a secure, locked environment. Unattended Chromebooks will be collected and stored in the school's main office.
3. Never expose a Chromebook to long term extremes in temperature or direct sunlight. An automobile is not a good place to store a Chromebook.
4. Chromebooks do not respond well to liquids. Avoid applying liquids to the Chromebook. The Chromebook can be cleaned with a soft, dry, lint-free cloth. Do not use window cleaners, household cleaners, aerosol sprays, solvents, alcohol, ammonia, or abrasives to clean the Chromebook. Use of unapproved cleaners may remove the protective film covering the face of the Chromebook.
5. While the Chromebook is scratch resistant, it will scratch. Avoid using any sharp object(s) on the Chromebook.
6. Your Chromebook comes with a case. The role of the case is to protect it, especially while being transported. It is best to leave the Chromebook in its case at all times.
7. Avoid placing weight on the Chromebook.
8. Never throw or slide a Chromebook.
9. Your Chromebook comes with ports for charging and other accessories. Care must be exercised when plugging and unplugging accessories. Student-issued Chromebook accessories are the responsibility of the student.

10. Each Chromebook can be remotely located. Modifying, disabling or attempting to disable the locator is a violation of the acceptable use policy and grounds for disciplinary action.
11. Each Chromebook has a unique identification number and at no time should the numbers or labels be modified or removed.
12. Students should not lend your Chromebook to another person. Each Chromebook is assigned to an individual and the responsibility for the care of the Chromebook solely rests with that individual.
13. The Chromebook is an electronic device and care must be exercised when handling the Chromebook. Never throw a book bag that contains a Chromebook. Never place a Chromebook in a book bag that contains food, liquids, heavy, or sharp objects.
14. The Chromebook is designed for daily use; therefore, each Chromebook must be charged and ready for use each school day. For students in grades 7-12, Chromebooks should be charged at home.
15. The Chromebook and its case must remain free of stickers, skins, writing, painting, or any other forms of adornment.

Cost of Chromebook, Apps, and Accessories

1. The replacement cost of the Chromebook is approximately \$400 and does not include: Chromebook case and Chromebook charger.
2. It is the parent's/guardian's responsibility to cover the cost of school issued accessories in the event of theft, loss or damage due to intentional or unintentional abuse or misuse. Cost for accessory replacement includes, but is not limited to:
Power Charger (\$60)
Case (\$40)
3. Modifying the settings of the school issued Chromebook or deleting school issued software applications (apps) may result in student discipline and/or the need for reformatting at a cost to the student.

Damaged, Lost, or Stolen Chromebooks

1. If a school issued Chromebook is damaged, lost, or stolen the student and parent/guardian should immediately notify the school administrator. The filing of a report by the parent/guardian may be advised at that time.
2. If a police report is filed for a lost or stolen Chromebook, The Carolina Academy may deploy location software which may aid the administration in recovering the Chromebook.
3. Students who unenroll from The Carolina Academy during the school year must return the Chromebook, along with any issued accessories, at the time they leave the school. The Chromebook and all accessories should be returned to the school's main office. Failure to return a Chromebook in a timely fashion may result in legal action.

Internet Safety

The internet has many benefits for students; however, 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. For more information about keeping your child safe online, visit <https://www.netsmartkids.org/> and <https://www.nsteens.org/>.

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.

Student's signature

Parent's signature

Date

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.

STUDENT SIGNATURE

DATE

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 2018-2019 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)

SIGNATURE: _____ DATE: _____
(Student)

DAYTIME PHONE _____
(Parent/Guardian)

EMAIL ADDRESS _____
(Parent/Guardian)

Please sign and return this sheet to the Homeroom Teacher by August 31, 2018.