



CATHEDRAL ACADEMY

EDUCATING FOR ETERNITY

2009-2010 Parent / Student Handbook

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Cathedral Academy Staff - 2009-2010

LEADERSHIP TEAM

Keith Brown Head of Schools
Brandon Brown Athletic Director
Cindy Woodard Executive Assistant
Teresa Meeks Financial Assistant

RECEPTIONIST

Cindy Inabnett Receptionist and Records Clerk

STAFF

Sheila Ray Extension Services
Carol Storey Extension Services
Brooks Hearn Lunch Director and Yearbook Director

TEACHING PROFESSIONALS

Wendy Nichols Kindergarten-4 KA
Camille Bowdoin Kindergarten-4 KB
Whitney Norton Kindergarten -5 KC
Debra Wilson Kindergarten-5 KD
Peggy Braswell Grade 1
Karen Burns Grade 1
Rachel Ashby Grade-2
Jodie Butler Grade-2
Tiffany Norton Grade-3
Laura Rust Grade-4
Magan Harrell Grade-5
Lisa Harrell Science Specialist, Grades 3-8
Pat Braswell History/Bible/ MS Administration Liaison
Tracy Cali Grade-6 / SCISA Activities Director
Buddy Malone PE
Anne Clinton PE/Health
Dee Prillaman Language Arts/Guidance
Eric Westerfield Social Studies
Laura Smith Library/Computer
Justin Strickland Science
Tim Brien English/Spanish
Tracy Carter Music
Michele Kern Math

BRIEF HISTORY OF CATHEDRAL ACADEMY



Cathedral Academy was founded in 1999 as ministry of Cathedral of Praise Church. Today, approximately 330 students from more than 200 families attend Cathedral Academy and represent over 60 churches. The students enjoy the pursuit of excellence in the school's warm and caring atmosphere. Cathedral Academy is governed by a Board of Directors which is appointed by the management staff of Cathedral of Praise. The Head of Schools serves as its Chief Executive Officer.

STATEMENT OF FAITH

We believe that Scriptures of the Old and New Testaments are inspired by God and inerrant in the original writings, and that they are of supreme and final authority in faith and conduct.

Accordingly, based on Scripture:

We believe the Bible is the inspired Word of God. We believe there is one God who reveals Himself in three separate and distinct personalities: the Father, the Son, and the Holy Spirit.

- We believe mankind was created good and upright but, by voluntary transgression, fell and is now separated from God, lost, and without hope. We believe Jesus Christ is God in the flesh, fully divine and fully human. We believe that through the shedding of His blood at the crucifixion, Jesus made salvation and His righteousness available to all who will believe, thus bridging the gap between God and mankind.
- We believe Jesus died, was buried, and rose bodily from the dead (The Resurrection). We believe that after The Resurrection, Jesus ascended to the Father and is presently engaged in building Heaven and interceding for people.
- We believe Jesus will return to this earth to take His Church (those who believe in Him) to Heaven and will judge the world. (It is not necessary that we all believe alike concerning whether He is coming before, during, or after the Great Tribulation.)
- We believe salvation comes by repentance for sin and a heartfelt faith in the Lord Jesus Christ, resulting in regeneration of the person. This salvation is entirely by the grace of our Lord, not of works. Works are excluded except as evidence of salvation.
- We believe Water Baptism and the Lord's Supper are the two Ordinances of the Church. We believe Baptism by immersion in water in the Name of the Father, Son, and Holy Spirit is a symbol of identification with Jesus Christ in His death, His burial, and His resurrection. We believe the Lord's Supper is a memorial to the death, resurrection, and Second Coming of our Lord Jesus Christ.
- We believe that all believers should seek, as the early disciples did, to live a life separated from the evils of the world and unto Christ. Their standards of conduct should honor our Lord and His Church.
- We believe the Bible clearly teaches eternal separation from God for the unsaved and eternal glory and service for the saved.

OUR MISSION STATEMENT

Cathedral Academy partners with families to provide a quality academic, Biblically-based education to equip both parents and students to impact their culture for Christ.

OUR VISION STATEMENT

Cathedral Academy is a Christian school providing Biblically-based education so that future generations will know God's truth, remember His works, and not live by the world's philosophies.

OUR CORE VALUES

As Cathedral Academy endeavors to fulfill its mission and realize its vision our ministry is characterized by the following school and staff commitments:

TRUTH

The Bible is the inerrant Word of God that gives directions in every aspect of life.
(2 Timothy 3:16)

CHRIST-LIKENESS

Whoever claims to live in Him must walk as Jesus did.
(1 John 2:6)

CHRISTIAN FAMILY

The Christian family is God's training ground for preparing generations to know and serve Jesus Christ. (Deuteronomy 6:6-9)

CHURCH

The church has been and always will be the instrument of God to fulfill God's purposes on earth. (Acts. 2:42-47)

QUALITY EDUCATION

“Train up a child in the way he should go and when he is old, he will not depart from it.”
(Proverbs 22:6)

“And Jesus grew in wisdom, and stature, and favor with God and man.”
(Luke 2:52)

STEWARDSHIP

Every aspect of the educational program must be considered a stewardship responsibility from God so that a Biblical legacy will be successfully passed from one generation to the next. (Psalm 78:6)

SERVICE

Whoever wants to be great among us must be a servant.
(Matthew 20:26-28)

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

1. The Family Educational Rights and Privacy Act of 1974 (Public Law 9-380) is applicable to any school which is the direct recipient of federal funds. This law provides for limited accessibility to the student's records by the person who has legal responsibility for the student, for the right to challenge any misleading or inaccurate information contained in the student's records, for the necessity of obtaining a written permission from the "eligible student" - one who is 18 years of age or older, or from the person who has legal responsibility for the student prior to revealing the contents of the student's records to other parties, and for the right of "eligible students" and/or those legally responsible for the student to be notified of their rights under the prescriptions of this law. In order to comply with the prescriptions of this law, Cathedral Academy employs the following policies:
 2. To secure the student's and the family's right of privacy within the school, only the administration and designated school personnel, in the fulfillment of their respective functions, may have access to the student records.
 3. Outside of the school community, only the person(s), usually the parent(s), who has legal responsibility for the student may have access to the student records. Any parent or adult student desiring to inspect their records shall address the request to the Administration in writing. Such a request must be honored within fifteen days. All tests and evaluations will be translated into meaningful terms and emphasis is to be placed upon the relationship of all known factors influencing the educational development of the student. When actual inspection of a child's file is made, this will be recorded on a log sheet kept at the front of each child's cumulative folders. On this log sheet the following information is to be recorded: date of visit, name of person examining records, name of student's record folder that was examined, initials of personnel handling conference.
 4. With the exception of "directory" type information - name, address, and phone number - the school will not release the information contained in the student's records to other parties without the prior written consent of the person legally responsible for the student. This written consent is accorded by the school's record release form.
 5. According to the law, the school is authorized to release the information contained in the student's records without permission to certain federal, state, and local authorities in the performance of their functions and to the court or law enforcement officials, upon the issuance of a subpoena or court order.

NON-DISCRIMINATORY POLICY

Cathedral Academy admits students of any race, color, national, and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national, and ethnic origin in administration of its educational policies, admissions policies, tuition assistance programs, or extra-curricular and other school-administered programs.

SCHOOL HOURS

Lower School K4 - Grade 5	8:00 a.m. - 2:45 p.m.
Upper School Grades 6 - 12	8:00 a.m. - 3:00 p.m.

Kindergarten 4-Grade 5

Classrooms open for students at 7:50 a.m. Students who must come prior to this time will report to the designated area for early arrival, which opens at 7:00 a.m. It is the parent’s responsibility to escort children to the designated area. Children arriving prior to 7:00 a.m. cannot be the responsibility of the school. Extension students are taken to the classrooms at 7:50 a.m.

Grades 6-12

Students in these grades who arrive prior to 7:50 a.m. must report to the designated area for early arrivals. Students should not enter classrooms or remain in parked cars.

Upper School classrooms open at 7:50 a.m.

SCHOOL CHECK-IN

A computer located in the hall of C Building will be used for the following:

- Tardy Passes
- Visitor Sign-In
- Volunteer Sign-In

(You will not need to use the School Check-In if you come to chapel or special programs, i.e. Christmas, Easter, etc.)

Please sign-out when you leave if you used School Check-In as a visitor or volunteer.

TARDY POLICY

School Tardiness

Students are expected to be in the classroom ready to begin school at 8:00 a.m. Students arriving for school after 8:00 a.m. must be signed in by a parent/guardian in the Building C school office and receive a tardy slip to get into class.

Excused school tardiness is granted for the following reasons with a valid note:

- Illness
- Car trouble
- Accidents
- Medical or dental appointments
- Family emergency

- Mass student tardiness due to traffic, weather, unforeseen events, or acts of God may be excused by the School administration.
- Parent coming to the school to report a reason that may be their fault up to 3Xs per semester.

Unexcused school tardiness is given for the following reasons:

- Oversleeping
- Getting started late
- Forgetting school items and returning home for them
- Failure to bring a written note for a tardy that would otherwise be excused

Class Tardiness

A class tardy is defined as being late for class by entering after the second bell has sounded.

The following procedures will be followed:

1. A master list of tardies is kept in Building D for Upper School students. The Head of Schools coordinates communication with parents.
2. Tardy students may only enter class with a tardy slip. The teacher will make a note of the tardy in their attendance log.

Middle/High School Unexcused Tardy

Consequences

- 1st offense Noted
- 2nd offense Noted
- 3rd offense Warning
- 4th offense Detention
- 5th offense Parent Contact
- 6th offense Overnight and Detention
- 7th offense+ One day suspension from school

*The tardy record starts over at the beginning of each Semester.

ABSENCES

- Students (K-12) are permitted 10 total absences per year.

- Upper School students who have more than 10 total absences per year may lose course credit and may risk being retained.
- Excessive absences in the Lower School may cause the student to be retained and will be dealt with on an individual basis.
- A student must be in school 5 ½ hours to receive credit for the day.
- To participate in after school activities, including sports, a student must be counted present for the full day.
- Work missed due to an absence must be made up to the teacher's satisfaction.
- Parents are asked to communicate all planned absences well in advance so that students can complete their work prior to the absence. Please plan vacations around our school calendar.
- A note is needed from the parent to the school within 3 days of the return to school. Please do not give a verbal excuse in passing. We must receive an excuse in writing which includes the following:
 - Current date
 - Date(s) of absence
 - Reason for absence
 - Parent's signature
 - Telephone number

A note must be received for each absence.

DISMISSALS

Early Dismissal

All students leaving campus prior to regular dismissal time must be signed out by a parent in the school office. The only exceptions are for students who drive their own cars to school. They may, with parental permission, bring a note to the school office, and sign themselves out with an administrator's acknowledgment.

Medical Dismissal

Parents are urged to plan all student medical appointments for after school hours or during days when school is not in session.

Regular Dismissal

Lower School students leaving campus at the regular dismissal time will be escorted outside to the waiting area for their rides. Upper School students will be dismissed from their class rooms and should go directly to their rides. Students should be alert for their rides and prepared to

move quickly and cautiously to load safely without delays. Cathedral Academy cannot be responsible for students at the end of the school day unless they are enrolled in the Extension Services Program or they are part of a planned extracurricular activity.

The pick-up/drop off line is not a time for parent conferences.

Designated Drivers

All students not going home with their parents or usual driver must bring a note to their classroom /homeroom teacher. The note must show the date of the pick-up and the name of the person who is authorized to pick-up the student.

Permission to Walk Home

In order to walk home from school, students must bring a note to the school office prior to leaving for home after dismissal. The note should state the length of time the permission covers.

Leaving Campus

Students may not leave campus at anytime without permission of an administrator once arriving on campus. Leaving campus without permission from an administrator or without following procedures will have the consequence of 1 day suspension.

DROP-OFF AND PICK-UP PROCEDURES

Instructional time begins at 8:00 a.m. Therefore, students should be dropped off at least 10 minutes before 8:00 a.m. to allow time for them to get organized and into their seats so that learning can begin at the appointed hour.

Parents are asked to pick-up students no later than 10 minutes after dismissal unless the student is participating in the Extension Program or an approved extra-curricular activity. If an approved extra-curricular activity does not begin immediately after dismissal it is the responsibility of the parents to make arrangements for adult supervision. Students left unsupervised will be placed in Extension and the parents will be charged accordingly. Cathedral Academy cannot be responsible for students at the end of the school day unless they are enrolled in the Extension Services Program.

Car rider ID signs will be provided for each student in kindergarten 4 through grade 5. The sign needs to be visible in the windshield of the vehicle during pick-up time. Students will be

released only to those authorized by the parent. Such authorization must be in writing. Parents must wait in their cars for the children. Leaving vehicles unattended causes unnecessary congestion. The inside of the school buildings need to be clear for orderly dismissal.

TRAFFIC PATTERNS

Drop-off/pick-up zones are designated. Please park in the designated areas only and do not leave cars unattended in the drop-off/pick-up line. Please follow the published traffic flow pattern and the speed limit of 7 mph.

DRESS POLICY

DRESS PHILOSOPHY

“Therefore, I urge you, brothers, in view of God’s mercy, to offer your bodies as living sacrifices, holy and pleasing to God—this is your spiritual act of worship. Do not conform any longer to the pattern of this world, but be transformed by the renewing of your mind. Then you will be able to test and approve what God’s will is—his good, pleasing and perfect will.” Romans 12:1-2

There are two primary reasons for a dress code. The first is to insure modesty which the Bible encourages (I Tim. 2:9). The second is to encourage a dignity that is appropriate for the Academy. The dress code of Cathedral Academy impacts our Academy environment every day. The appearance of our students communicates the Christ-centered focus of our Academy and should be a valuable testimony in establishing our reputation as an outstanding Academy with superior students. The dress code is established to provide guidelines for parents and students on appropriate school dress. A well-groomed, attractive student should come to the Academy with an attitude that prepares him for neat, conscientious work. His attire should convey respect for himself, his fellow students, and his teachers.

The Dress Code for Cathedral Academy students is a direct outgrowth of its Mission Statement. As such, the following dress code was carefully formulated and adopted in support of the spirit, the purpose, and the reason Cathedral Academy exists. The dress code applies to students when school is in session on the school campus from 7:30 a.m. to 6:00 p.m. Dress for extra-curricular events will be specified for appropriateness.

- Implementation of the dress practice is the responsibility of each parent and child.
- The Cathedral Academy Administration reserves the right to determine the acceptability of students’ clothing and/or hairstyles and **that decision is final**.

DAILY MANDATORY DRESS POLICIES

BOYS

Pants – Boys are to wear pants or knee length shorts. Baggy, oversized, faded, frayed, and/or torn pants are not appropriate. Camouflage or nylon pants are not permitted. The waist band of the pants must rest above the hips. **Denim blue jeans are only allowed on Spirit Fridays.**

Shirts – *Graphics or logos, in good taste, smaller than a hand, are permitted on the upper right or left side of t-shirts or sweatshirts.* Athletic jerseys are not allowed at anytime. Over-sized t-shirts are not allowed.

Undergarments – Appropriate undergarments are to be worn at all times and are not to be visible.

Belts – Belts are required and are to be fed through all loops and rest on top of the hips.

Shoes – Closed-toed shoes or athletic shoes are to be worn at all times. Socks should be worn for sanitary reasons. **Flip-flops, wheeled tennis shoes, and athletic slides are not permitted.**

Hair – Hair is to be kept in a conservative

style, clearly off the collar, clearly off the eyebrows and clearly no lower than the ear. Hair that is dyed or styled in an extreme manner is not permitted. **Facial hair is not permitted.**

Makeup – Makeup is not permitted.

Jewelry – Necklaces may be worn within the shirt collar. Visible body piercing is not permitted. Earrings are not permitted.

Tattoos – Tattoos should not be visible at any time, temporary or permanent.

GIRLS

Pants – Girls may wear modest pants (relaxed fit), shorts (to the knee) or capris that are appropriate in size and fit. Girls are not to wear camouflage, nylon pants, or overalls. Styles to be avoided include: slim fit, jean cut, low-cut waist, hip huggers, low riders, pajama style, sweatpants, wind suit pants, and army fatigues. Fabrics to be avoided include: stretch, knit, jersey, denim, flannel, parachute fabric, velvet, and leather. Waist bands must rest above the hips. **Denim blue jeans are only allowed on Spirit Fridays.**

Skirts and Dresses – Skirts must be knee length. Dresses must be knee length and must not expose cleavage.

Blouses and Shirts – Shirts are to be worn that are modest and appropriate in size and fit. Over-sized t-shirts are not allowed. Shirts may be worn tucked in or left out as long as they extend below the waist. *Graphics or logos, in good taste, smaller than a hand are permitted on the upper right or left side of t-shirts or sweatshirts.* Athletic jerseys are not allowed at anytime. No midriff length tops are permitted. Tops are not permitted that expose cleavage, nor are tops permitted that are deemed too tight.

Undergarments – Appropriate, adequate undergarments must be worn at all times and are not to be visible.

Shoes – Closed-toed shoes with socks or open-toed shoes without socks are to be worn at all times. Athletic shoes are acceptable. Platform shoes, including platform tennis shoes, wheeled tennis shoes and **flip-flops are not permitted**, including flip-flops with heels.

Hair – Hair should be neatly styled and should not be colored or styled in an extreme manner.

Makeup – If makeup is worn, it should be minimal and should not draw attention. Nail polish should be confined to single tasteful colors. Students may be required to remove makeup if requested to do so by the Cathedral Academy administration.

Jewelry – Jewelry should be modest and tasteful. Pierced ears are allowed. Other visible body piercing is not permitted.

Tattoos – Tattoos should not be visible at any time, whether temporary or permanent.

SPIRIT FRIDAY DRESS

Any approved Spirit Wear purchased through the Spirit Store may be worn at anytime. Blue jeans are acceptable wear on Friday. (Not acceptable are blue jeans that have holes, that are frayed, that are faded-out, or jeans that are too tight.) Face paint (within reason) and temporary school-spirit skin appliques from the Spirit Store are permitted on game days.

OUTERWEAR

Outerwear (jackets, hoodies, sweatshirts, etc.) may be worn over approved clothing so that it may be removed as the weather moderates.

Graphics or logos, in good taste, smaller than a hand are permitted on the upper right or left side of t-shirts or sweatshirts. Outerwear sold in the Spirit Store is acceptable.

Items such as hats, sunglasses, and other decorative outerwear are not to be worn in the buildings at any time. Outerwear may not replace the need for adhering to dress practices, nor may the outerwear violate the spirit of the dress philosophy or dress practice requirements.

Revised: July 2009

INCLEMENT WEATHER AND EMERGENCIES

EMERGENCY PROCEDURE DRILLS

Students are informed about fire, tornado safety, and other emergency procedures at the beginning of the school year. Drills are conducted throughout the year.

EMERGENCY CLOSING OF SCHOOL

Please listen to the radio or watch television to be notified when school is closed.

Announcements are also typically placed on the school Web site and emailed to families.

Announcements will be made on local television and radio stations including:

WCBD	Channel 2	884-2222
WCIV	Channel 4	723-4403
WCSC	Channel 5	402-5755
WTAT	Channel 24	<i>no phone calls</i>

In the event inclement weather necessitates the closing of the school before the end of the

regular school day, the following procedure will be followed:

1. The decision will be made by the Administration.
2. Faculty will be notified. Student drivers will be dismissed, if appropriate under the circumstances.
3. Local radio and TV stations will be notified.
4. Students will be dismissed to their designated driver or individuals indicated on the Authorization for Pickup Form.
5. Alternate arrangements for pickup of students may be arranged by parents. Please call the office.
6. In the event of a school closure, all activities and sporting events will be cancelled.

SCHEDULED EVENTS

CHAPEL SERVICES

Cathedral Academy provides weekly Chapel services for all students. Through the Chapel services students praise and worship the Lord Jesus Christ. Students and faculty members minister to one another through prayer, music, drama, and a Bible message. Chapel speakers include faculty, staff, students, and outside guests. Parents are encouraged to attend Chapel as often as possible.

FIELD TRIPS

Field trips are regarded as an extension of the classroom. To participate in a field trip, students must have a signed ***Parental Consent Form***. Students are expected to behave in a manner appropriate for the occasion. Students are to remain with their group at all times. Teachers supervise field trips with assistance from parents. Parent sponsors may be asked to help provide transportation.

- Students age 5 or younger or weighing less than 60 pounds must be transported in an approved car seat.
- If space is available, parents who have not been asked to sponsor are welcome to accompany students on field trips.
- There may be a charge for field trips to cover expenses.
- Students and parents should follow the school appearance code unless otherwise notified.
- It is the parent's responsibility to make alternate off-campus arrangements for their child if permission to attend the field trip is not granted or the proper forms are not signed.
- In order for chaperones to give full attention to the class, we ask that younger siblings not accompany a parent chaperone.

FUNDRAISING

Parents are expected to be involved in the fundraising efforts at Cathedral Academy. The funds raised through this means help to enhance the day-to-day life of every student and faculty member by supporting a variety of programs, including academics, faculty development, the arts, athletics, technology, and the library.

PARENT LUNCHES

Parents are welcome to have lunch on campus with their child. Sign-in is required and the lunch schedule must be observed.

PARTIES

Birthdays: Student birthdays may be celebrated by sharing refreshments with classmates during the lunch period. Please arrange all birthday celebrations in advance with the teacher. Invitations and small party favors, if brought to school, must be for the whole class, leaving no one out. Children will not be expected to bring a gift for such functions.

Class Parties: Several parties are planned for students throughout the year including an end of the year party. Parents are expected to assist in the parties and may be asked to help provide refreshments and to chaperone as needed.

Off Campus Parties: Cathedral Academy is not responsible for any party not officially sponsored by the school. Students planning parties off campus will not be allowed to make announcements in class or to collect money for these activities during school hours.

SENIOR LUNCH PRIVILEGE

Seniors may be allowed to leave for lunch on designated days and in accordance with guidelines indicated by the administration.

OUTSIDE SOLICITATION

Outside solicitation is prohibited at Cathedral Academy. This policy includes the selling of any item, distribution of political or religious materials, and the circulation of petitions. The use of the Cathedral Academy Family Directory is for school purposes only.

LIBRARY

Loan Periods

One book may be checked out for a one-week period and may be renewed up to three times. Books that need to be renewed must be brought to the library.

Overdue Books

The fine for an overdue book is ten (10) cents per day, per book.

Magazines

Magazines may be referenced in the library.

Lost Library Books and Materials

Replacement costs will be assessed for lost library books and materials.

Library Debts

All outstanding library debts, including overdue fines, lost books, and materials, must be paid before the school year ends. Final report cards/transcripts will be held until book fines are paid.

Admittance

A student must have a pass or be with the teacher to visit the library during the school day. Students will not be allowed to leave the library, except to return to class.

With access to computers and to people all over the world also comes the availability of material that may not be considered of educational value in the context of a Christian school setting. An Internet filtering system as well as monitoring software is in place, and teachers continue to make an effort to select appropriate electronic resources and guide students toward course-appropriate materials. However, on a constantly changing global network, it is impossible to control all materials, and inappropriate materials may still be accessed.

Cathedral Academy students using the Internet will do so primarily in computer labs, and some limited use in classroom areas, where the teachers will be responsible for supervising and orienting students about effective and appropriate use. Students, who wish to use the Internet for independent research, when they are not with a class, must do so with a teacher in the room.

Listed below are the terms and conditions for acceptable Internet use at Cathedral Academy:

- I understand that using the Internet at Cathedral Academy is a privilege and not a right. If I abuse the privilege, my access to the Internet may be suspended or terminated.
- I understand that Internet access is intended for use with school projects. I will not use the Internet for personal or recreational purposes.
- I understand that I may not visit any sites that show inappropriate sexual information, or information that is racist, hateful, and violent in nature or displays un-Christ-like behavior.
- I understand that use of the Internet to send or receive personal e-mail is prohibited, except in special circumstances where an instructor has given me permission to access a personal e-mail account for a schoolwork-related reason.
- I understand that I may not use the Internet to download or share copyrighted materials.
- I understand that I may not use the Internet to participate in chat rooms, bulletin boards, or games.
- I will log on using only my own username and password.
- I understand that I may not change or destroy—or attempt to change or destroy—any network settings on school computers or any other person’s data on the network, nor will I change any default settings: desktop screensaver, etc.
- I understand that I must not reveal my password or those of other students.
- I understand that I am not to use any school computers unless an instructor is present and with his or her permission.
- I understand that all school computers can and will be electronically monitored and/or electronically recorded by Cathedral Academy staff, and there is no expectation of privacy.
- I understand that I may not use personal disks on school computers without permission from the instructor. The instructor will scan all personal disks for viruses.
- I have reviewed these statements with a parent/guardian and agree to abide by them; violations may result in termination or suspension of my access privileges, other school disciplinary actions, and possible appropriate legal action.

COMMUNICABLE AND INFECTIOUS DISEASES

Cathedral Academy wants to maintain a healthy school environment by taking steps to prevent the spread of communicable diseases. The term “Communicable Disease” means an illness which arises as a result of a specific infectious agent, which may be transmitted either directly or indirectly by a susceptible host or infected person or animal to other persons.

Any student with a communicable disease for which immunization is required or is available, will be temporarily excluded from school while ill and during recognizable periods of communicability. Students with communicable diseases for which immunization is not available will be excluded from school while ill. If the nature of the disease and circumstances warrant, Cathedral Academy may require an independent physician’s examination of the student to verify the diagnosis of communicable disease. Cathedral Academy reserves the right to make all final decisions necessary to enforce its communicable disease policy and to take all necessary action to control the spread of communicable disease within the school.

Any child who is diagnosed as carrying a disease classified as “communicable” is not allowed to become or remain a student at Cathedral Academy as long as the disease is present. Once the school has written verification from a physician that such a child has become disease free, he may be considered for enrollment or re-enrollment at Cathedral Academy. This policy applies to, but is not limited to, all diseases that may be sexually transmitted, including Acquired Immunodeficiency Syndrome (AIDS). For school purposes, any student testing positive for antibodies to the AIDS virus is considered to be infected with the virus. Cathedral Academy believes that these measures serve to minimize the further spread of diseases.

COMMUNICABLE CHILDHOOD DISEASES

When diagnosed with any of the following diseases, a child must have written consent from either a physician or the Health Department to return to school, or be subject to school office approval for re-admittance:

- | | | |
|-------------------|--------------|---------------------|
| 1. Chicken Pox | 6. Pinworms | 11. Strep Throat |
| 2. Measles | 7. Scabies | 12. Lice |
| 3. Mumps | 8. Ringworm | 13. Mononucleosis |
| 4. Pneumonia | 9. Impetigo | 14. Fifth’s Disease |
| 5. Whooping Cough | 10. Pink Eye | 15. Meningitis |

FIRST AID PROCEDURE

1. First aid treatment will be administered to stop bleeding, restore breathing, or prevent shock or infection, up to, and including, CPR.
2. Parents will be notified immediately. If they cannot be reached, efforts will be made to find out which physician is to be secured or where the child should be taken. This information must be completed on the *Emergency Information Card* and will be on file in the school office for each student in case the parents cannot be reached.
3. A representative of the school faculty will stay with the child until the parent assumes responsibility.
4. Internal medication will be given only by or on the order of a physician.

ILLNESS

For the well-being and health consideration of all our students and staff, parents are asked to keep home any student with a fever and/or a contagious illness. Upon return to school, students must bring

in a signed note from the parent stating the reason for the absence. It is the policy of Cathedral Academy that a student must stay home with:

1. Fever (24-hours free)
2. Vomiting (24-hours free)
3. Flu symptoms
4. Diarrhea
5. Colored nasal discharge
6. Persistent cough
7. Strep Throat (24-hours on medication)
8. Pinkeye (24-hours on medication)
9. Lice (24-hours on medication)
10. Mononucleosis (until released by physician to return to school)
11. Any other communicable diseases

IMMUNIZATIONS

South Carolina state law requires Cathedral Academy to have on file current immunization records recorded on SC DHEC Form 1148 and

medical records for each student. It is the responsibility of parents to keep up-to-date records in the school office.

MEDICAL APPOINTMENTS

If it is absolutely necessary for a student to leave early for a medical appointment, a written request must be sent to the student's

teacher in advance. No student will be released to anyone other than those authorized by the parent.

MEDICAL EMERGENCY PROCEDURE

Each student's file must include a completed ***Emergency Information Card***. If a child becomes ill at school, the parent will be notified as soon as possible. If the parent cannot be reached, the emergency information will be used. If there is a change in this information, the parent is responsible for

contacting the school office in writing. An emergency contact person and alternate number to call, if you cannot be reached, are very important. Please make sure your emergency contact has written permission to obtain medical treatment for your child in case of an emergency.

MEDICATION POLICY FOR PRESCRIPTION DRUGS

In order to follow DHEC regulations, we can only accept medication that is in an appropriately labeled prescription bottle. Medications must be brought to the school by the parent in the original containers with original labels intact. (Most pharmacies will divide medications and provide additional containers upon request for this purpose.) Over-the-counter (OTC) medication, including Tylenol, cannot be administered without a prescription label and must be administered by a member of the faculty/staff.

1. The parent must furnish the medication.
2. The parent must complete a ***Medication Release Form*** indicating the date, dosage, and time to be administered.
3. Students may not carry prescriptions or OTC medications on their person without expressed written permission from their physician, parents, and the administration. (Example: inhalers and epi-kits.)

OFFICE PROCEDURES

HALL PASSES

A student must have a hall pass, when not accompanied by a teacher, in order to be out of class for any reason during class periods.

STUDENT GUESTS

A student may bring a guest to campus when the following procedures are followed:

- Permission is obtained in advance from the Administration
- The student brings the guest to school or meets the guest when they arrive
- The guest is registered in the school office and receives a visitor's badge

- Prior to arriving on campus the student informs the guest that they must observe the rules and procedures of the school, including the dress regulations, as though they were a student

VISITORS AND VOLUNTEERS

All visitors including parents and volunteers to the campus must report to the school office to sign-in and sign-out via the School Check-In computer. A visitor's badge must be worn on the outermost shirt or coat and be visible while on campus at all times.

LOST AND FOUND

Lost and found items are retained for 30 days outside of the School Receptionist's Office in Building C. After thirty days, unclaimed items are sent to charity.

EXTENDED DAY

AFTER CLASS HOURS ON CAMPUS

Cathedral Academy encourages student participation at school-sponsored activities; however, the school cannot be responsible for students after the official school hours.

Students who remain on campus for a specific school event or activity must remain at the site of the activity for safety and security reasons. Students and parents should know in advance the time and the place of the activity and the expected time of completion. Parents are urged to be with their children at all school events.

Students are not permitted to enter or simply "hang out" in any building after school hours. Students found in any room or building without administrative permission or supervision will be subject to disciplinary action.

AFTER SCHOOL

SUPERVISION/EXTENSION SERVICES

Extension Services are provided daily as a recreation and enrichment program after normal school hours. It is an ancillary to the school program and designed only for children currently enrolled at Cathedral Academy. Fees are charged for this service and registration is required. Fee schedules and registration forms are available in the school office.

K4-Grade 5

Students in K4-grade 5 will be escorted to the assigned area from their classrooms at 2:45 p.m.

Grades 6-12

Cathedral Academy cannot be responsible for students at the end of the school day unless they are enrolled in the Extension Services Program.

ACADEMIC PROBATION

(Grades 6-12)

Students in grades 9 - 12 must take and pass at least four (4), one unit CORE Courses or any five (5) one unit courses, each 9 week grading period. Students below grade 9 must pass four (4) subjects each 9 week grading period.

Students not meeting this standard will be placed on academic probation for the following quarter. Any student remaining on academic probation for 2 consecutive quarters may place enrollment in jeopardy.

ACHIEVEMENT AND ABILITY TESTING

Nationally recognized standardized tests are administered to students and the results are used to assess students' strengths and academic needs.

Kindergarten 5-Grade 10 – Spring administered Stanford Achievement Test

Grades 2, 5 and 8 - Otis-Lennon Ability Test

Grades 10-11 - Preliminary Scholastic Achievement Test (PSAT) in October, required

Grades 11-12 - SAT and the ACT as scheduled by the College Board (collegeboard.com), required

EXAMS

(Grades 6-12)

Mid-term exams are given at the discretion of individual teachers. All students will take Final Semester Exams, exemptions will be allowed for seniors only who have an "A" average for the year in their exam classes. Schedules for semester exams will be communicated one week prior to the end of each semester. Semester exams are given in all academic classes.

HOMEWORK

Homework is designed to be reinforcement for materials taught in class. Teachers use homework to meet essay and project requirements as well as skills practice and enrichment.

CLASSIFICATION REQUIREMENTS

To be classified as a:

Freshman - Grade 9

Complete grade 8, earn 0-3 credits

Sophomore - Grade 10

Complete a minimum of 6 credits, including 1 English credit and 1 math credit

Junior - Grade 11

Complete a minimum of 12 credits, including 2 English credits and 2 math credits

Senior - Grade 12

Complete a minimum of 18 credits including 3 English credits and 3 math credits

GRADUATION REQUIREMENTS

In order to graduate from Cathedral Academy, students need a total of 24 credits earned in grades 8 -12:

- 4 English
- 4 Math
- 3 Social Studies
- 3 Science
- 3 Foreign Language (at least 2 of the same language)
- 1 Physical Education
- 1 Fine Arts
- 5 Electives -
Biblical Studies for each year of attendance

Students must also accumulate at least 10 Community Service Hours per academic school year in attendance. These 10 hours must be done during the school's academic year. Summer hours do not count as a part of these 10 hours. Up to 5 hours may be completed during Christmas or spring break. All community service hours must be pre-approved. Completed sheets must be turned in no later than seven (7) days after a project's completion or within seven (7) days of returning from Christmas or Spring Break holidays.

These requirements meet or exceed South Carolina Independent School Association (SCISA) and regional college requirements.

The administration reserves the right to accept, reject, or reclassify credits earned at other institutions.

<u>GRADING SCALE</u>			
Kindergarten			
	S	Satisfactory	
	I	Improving	
	N	Needs Improvement	
	U	Unsatisfactory	
Grades 1-12			
Subjects	A	Excellent	93-100
	B	Good	85-92
	C	Average	77-84
	D	Below Avg.	70-76
	F	Poor	0-69
Department	E	Excellent	
	S	Satisfactory	
	P	Poor	
Effort	E	Excellent	
	S	Satisfactory	
	P	Poor	

- By checking the student’s daily assignment book (*grades 1-8*)
- **Mid-Quarter Progress Reports** (*as needed*)
- Parent/teacher conferences
- Quarterly report cards
- mygradebook.com (*grades 4-12*)

Lower School students’ quizzes, tests, and other assigned work are sent home daily and/or weekly. This enables parents to receive continual feedback concerning the progress of their students. Parents are urged to review all work with their child.

Parents of students in grades 4-12 are encouraged to check mygradebook.com on a regular basis. Parents and students may access their grades through “classwords” and passwords. Teachers also e-mail grades.

PROMOTION AND RETENTION

Promotion of students in grades 1-8 to the next grade level is determined by satisfactory progress and developmental readiness. If a student fails math and language arts retention will be necessary. Failing either math or language arts and two other classes will also result in retention.

Students may lose credit or risk being retained if they have more than ten absences per year.

Students (grades 8-12) will lose credit for any failed course(s) for the year.

Students who do not successfully complete a required course, designated as part of promotion guidelines, may take a course from an approved school during the summer. Upon satisfactory completion of the course, the student may be promoted.

WP.....*Withdrew Passing.*

Withdrew Passing means a student may withdraw from a course within 3 days in a 45-day course, 5 days in a 90-day course, or 10 days in a 180-day course without penalty.

WF.....*Withdrew Failing.*

Students who withdraw after the specified time listed above shall be assigned a WF and the F will be calculated in the student’s overall grade point average/ratio with a grade of 65.

Seniors

Students in grade 12 are expected to carry a normal academic load, not less than 5 classes.

College Credit Transfers

High school credits may be earned through dual credit courses.

Advanced Placement Courses

All students enrolled in an Advanced Placement class will take the AP test in May. The criteria for placing students into an AP course are standardized test scores, past performance, and teacher recommendation.

PARENT-TEACHER CONFERENCES

Teachers will be available for conferences as needed throughout the school year.

PROGRESS UPDATES AND REPORTS

Parents may be informed of student progress in several ways:

- Daily folder which the student brings home (*K4*)
- Weekly folder which the student brings home (*K5-grade 5*)

Course Changes.....

Course or course level changes for a student can be initiated by the administration of a school with a teacher recommendation without penalty to the student within the first grading period. The grade(s) for a course level change will go to the new course.

All changes must be made with administrative approval and with parent signatures on the Cathedral Academy Change Request Form.

REPORT CARDS

Report cards are sent home with students one week after the end of the grading period, as listed on the school calendar.

Report cards are held if there is any balance due on the student's account.

ELEMENTARY SCHOOL

AWARD FOR ACADEMIC EXCELLENCE

This award is solely based on academic achievement. Students must earn all A's in every subject for every grading period for the current academic year.

PRINCIPAL'S AWARD

This award is given to one student per grade based upon:

- Character as witnessed throughout the year with a helpful attitude towards fellow students and teachers
- Academic success based upon the student's performance as measured by report cards and Stanford Achievement Tests. This measurement will be one that will attempt to recognize students who are working up to their capacity while pursuing excellence in all relationships - spiritual, academic, social and physical.

EXEMPLARY ATTENDANCE

Students who have zero absences for the school year will be eligible for this award.

TIMOTHY AWARD

This award is given to one student in each grade who best exemplifies Jesus Christ in service above self as described in I Timothy 4:12 and Luke 10:25-30. Jesus said,

"Inasmuch as you have done it unto the least of these my brothers, you have done it unto Me" (Matthew 25:40). Those students who are Good Samaritans in their daily walk at school receive this award. Teachers nominate students and must provide anecdotal evidence supporting their nominations. The administration will review all nominations, seek additional information as needed and make the final determinations of award recipients.

DUKE UNIVERSITY TALENT IDENTIFICATION PROGRAM (TIP) QUALIFIERS (as available)

Duke University sponsors organizations that seek to identify very bright youngsters at an early age. The programs help facilitate educational opportunities for these students and nurture their talents through the middle and high school years.

- Grades 4 and 5 TIP: Students in grades 4 and 5 must have scored at the 95th percentile or higher in a grade level qualifying subtest on the standardized achievement test in the last two years. Cathedral Academy will notify parents of those students who qualify.

UPPER SCHOOL

SCISA GEORGE GRICE AWARD

Students in grade eight who score at or above the 90th percentile on a reading or mathematics subtest of the Stanford 10 Achievement Test taken during the student's 7th or 8th grade year will be eligible for this award.

SCISA OR ACSI COMPETITION WINNERS

EXEMPLARY ATTENDANCE

Students who have zero absences from school for the entire school year and 2 or fewer tardies will be recognized with this award.

DUKE UNIVERSITY TALENT IDENTIFICATION PROGRAM (TIP) QUALIFIERS (as available)

Duke University sponsors organizations that seek to identify very bright youngsters at an early age. The programs help facilitate educational opportunities for these students

and nurture their talents through the middle and high school years.

- Grade 7 TIP: Students in grade 7 who score at or above the 95th percentile on a national standardized achievement test in the last two years are invited to participate in this program. Those students who are recognized receive the opportunity to attend summer enrichment courses at Duke University. Cathedral Academy will notify parents of those students who qualify.

YEAR END HONOR ROLL

(Grades 6 - 8)

Students who have made all A's in all subjects every quarter are placed on the school's A Honor Roll for the year. Students who have made A's and B's in all subjects every quarter are placed on the A/B Honor Roll for the year.

NATIONAL HONOR SOCIETY

GOVERNOR'S AWARD

One junior will receive this award for demonstrating outstanding character, service, leadership, responsibility, and discipline.

PRINCIPAL'S CUP

Awarded to one student per grade based upon:

- Character as witnessed throughout the year with a helpful attitude towards fellow students and teachers.
- Academic success based upon the student's performance as measured by report cards and Stanford Achievement Tests. This measurement will be one that will attempt to recognize students who are working up to their capacity while pursuing excellence in all relationships - spiritual, academic, social, and physical.

THE GENERAL'S AWARD

This award is given to one senior who clearly demonstrates a Christian world view in his/her daily life. His/her character will reflect a positive attitude, the spirit of an over-comer, endurance when facing difficulties and Christ-likeness. The student should also be involved in at least 2 extra-curricular activities, teams, or clubs.

SALUTATORIAN

The senior with the second highest grade point average will be recognized as the Salutatorian of the senior class. Students must attend Cathedral Academy for at least their junior and senior year to be considered.

VALEDICTORIAN

The senior with the highest grade point average in the senior class will be recognized by being named Valedictorian. Students must attend Cathedral Academy for at least their junior and senior year to be considered.

TIMOTHY AWARD

Awarded to one student in each grade who best exemplifies Jesus Christ in service above self as described in I Timothy 4:12 and Luke 10:25-30. Jesus said, "*Inasmuch as you have done it unto the least of these my brothers, you have done it unto Me*" (Matthew 25:40). Those students who are Good Samaritans in their daily walk at school receive this award. Teachers nominate students for this award and must provide anecdotal evidence supporting their nominations. The Administration will review all nominations, seek additional information as needed, and make the final determinations of award recipients.

THE ATHLETIC CUP

To an outstanding female and/or male athlete. Must have an exemplary season and must letter in (2) sports or be at least All State in (1) sport to be eligible.

STATEMENT OF PURPOSE

Cathedral Academy is committed to the whole student – Body, Soul, and Spirit. The Athletic Department recognizes its role in this process. While a sports program necessarily focuses on physical health and agility, the Athletic Department at Cathedral Academy steadfastly holds to and reinforces vigorously the Academy Mission Statement.

ATHLETIC POLICIES

Cathedral Academy is committed to helping our students learn and grow as followers of Jesus Christ. Learning to serve and sacrifice in humility and to develop good work habits will help them grow in character, wisdom and discernment.

Athletic and physical activity is an integral part of a student's development. The Academy encourages students to participate in some form of physical activity everyday. As part of Cathedral Academy's mission of developing a balanced lifestyle, Upper School students are encouraged to participate in whatever sport is in season rather than to specialize in one sport for the entire year. A student should discuss athletic participation with parents and coaches prior to embarking upon the rigorous schedule required for sporting events. Parents of student athletes are expected to serve in all activities sponsored by the Athletic Department, including the Booster Club, volunteering in the concession stand, at the ticket gate, or wherever parent volunteers are needed.

To be eligible for practice or participation in interscholastic athletic contests, a student must have a medical examination by a physician once every 365 days. A special form (*Cathedral Academy Athletic Form*) is available in the Athletic Office and on the school Web site. This form must be properly completed, signed, returned, and placed on file in the Athletic Office prior to the student's participation in any sport.

Annual Sports physicals are required for all athletes in competitive sports **prior to the first day of practice.**

Students are expected to display a proper attitude of sportsmanship toward teammates, coaches, opponents, fans, and officials, regardless of winning or losing the contests.

PROGRAM GOALS

The Academy maintains a program of interscholastic competition for boys and girls in grades 5-12 through our membership in SCISA Athletics.

As a member of a team each student will:

- receive instruction that helps develop his/her ability for God's glory.
- be disciplined and trained in leadership.
- be encouraged to promote Cathedral spirit, unity, and pride.
- be encouraged to demonstrate Christian character on and off the field of competition.
- be encouraged to abide by the Code of Conduct and Ethics of Cathedral Academy and SCISA.
- be prepared to compete for SCISA State Championships.
- be equipped to vie for NCAA, NAIA, NJCAA, and NCCAA athletic scholarships.

ELIGIBILITY

Any student who wishes to participate in interscholastic athletics must meet these criteria:

1. have a current *Sports Physical Form* on file in the Athletic Office on or before the first day of practice for any sport.
2. meet academic and attendance standards set forth by Cathedral Academy and SCISA.
3. meet behavioral standards set forth by Cathedral Academy.
4. be enrolled as a student.

CODE OF CONDUCT AND ETHICS

It is the duty of all concerned with athletics at Cathedral Academy to consider:

OUR SPEECH

Colossians 4:6 “*Let your speech always be with grace, seasoned with salt...*”

1. Questionable language or “slang” words will not be tolerated. The student athlete will never engage in any language that can be termed “trash talking” or use profanity or questionable slang.
2. The student athlete will address the coaches and officials with respect. The student athlete will address the coach as “Coach” or “Mr., Miss, or Mrs.” and will take concerns or complaints directly to him or her. Insubordination and divisive speech or behavior will not be tolerated. The student athlete will address officials as “Sir” or “Ma’am.”
3. Never criticize the officials or coaches. These people represent the authority figure, “boss”, parent, teacher, and “Law.” Obedience to authority is not optional and is not predicated on whether or not you agree with it. All authority is God-given and disobedience to authority is disobedience to God.

OUR RELATIONSHIPS

John 15:12 “*This is my commandment, that you love one another as I have loved you.*”

Thus we commit to:

1. Develop relationships and a good rapport with teammates and coaches. God has placed you in this situation for a purpose. You have an opportunity to develop life-long friendships. If sports become all about you, you need not participate.
2. Develop relationships and a good rapport with classmates. Do not attempt to set yourself upon a pedestal. Your classmates will not respect or support you.
3. Develop relationships and a good rapport with students from other schools. Never miss an opportunity to share Jesus Christ with others.

OUR UNITY

I Corinthians 12:12-13 “*For as the body is one and has many members, but all the members of that one body, being many, are one body, so also is Christ. For by one Spirit we were all baptized into one body...*” Thus we strive to:

1. Develop unity within the team. “*It is amazing what can be accomplished when no one cares who gets the credit.*” John Wooden
2. Develop unity within our school family. God has called each one of us to this school. Each of us has different abilities and, therefore, different roles. Never be jealous or envious of someone else’s role. Be busy fulfilling your role.
3. Develop unity within the Kingdom. We must establish our philosophy with other schools in order for our ultimate purpose to be met – to further the Kingdom of God. It will take other Christian schools being successful. Pray for them as you pray for Cathedral Academy.

OUR MOTIVES

I Corinthians 10:31 “*...do all to the Glory of God.*”

1. Be motivated by the love of God. Athletes must live for Him because He died for us.
2. Strive for victory in order to glorify God. Athletics is just a means to an end and not an end unto itself.
3. Demonstrating Christ in our lives by abiding by the rules of the game in letter and in spirit. Tactics that promote unfair “gamesmanship” will not be tolerated.
4. Committed to excellence. All areas – faith, practice, academics, and game preparation must reflect a commitment to excellence.
5. **Play and act like a CHAMPION!**

OUR BEHAVIOR

I John 2:6 “*He who says he abides in Him ought himself also to walk just as He walked.*”

Thus our obligation is that:

1. The athlete will maintain a good reputation. The athlete’s character must be in good standing with the administration, faculty, staff, and church.
2. The athlete will meet all eligibility requirements.
3. The athlete will know and understand all requirements. The athlete must know all of the expectations of their team and will follow them both in action and in spirit.
4. The athlete will show respect for all coaches, trainers and all staff personnel. This includes the game plans, methods, and philosophies.
5. The athlete will show respect for their teammates. The athlete must respect the seriousness of their commitment by attending all practices, meetings, and games as prescribed at the beginning of the season and by working together to accomplish a common goal. Help to hold your teammates accountable for their actions.
6. The athlete will maintain a high standard of appearance. Both in and out of the arena the athlete must adhere to the strictest interpretations of the school dress code and the team dress and uniform code.
7. The athlete will demonstrate Christ-like character. It is expected that both in and out of the arena respect will be shown in speech and actions for game officials, opponents, and all those associated with our opponents.
8. The athlete will never engage in fighting. The athlete must maintain self-control at all times. Unsportsmanlike conduct penalties will not be tolerated and will be penalized. Penalties include, but are not limited to, suspensions or dismissal from the team.
9. The athlete will know and understand our philosophy. The athletes must respect the eternal effects of their speech and actions as they represent themselves, their families, their school, their church, and ultimately their Lord and Savior, Jesus Christ.

SCISA Code of Conduct

Article XIII – Section 1:

PHILOSOPHY: The South Carolina Independent School Association believes that interscholastic athletics are an integral part of the total educational program. High standards of behavior, scholarship, and citizenship are important to a sound athletic program. Students volunteering to participate in athletics must assume the responsibilities of this privilege and are required to meet these expectations. Moreover, adults shall be models of good sportsmanship and will lead by example by demonstrating fairness, respect, and self-control. Athletes, coaches, officials, and fans shall at all times conduct themselves in a reasonable and sportsmanlike manner. Each person will be responsible for his/her words and actions at all SCISA athletic events and will need to follow the standard set by the Code of Conduct.

SCISA Eligibility Rules: Student

Article VI – Section 1:

ACADEMIC REQUIREMENTS:

ACADEMIC ACHIEVEMENT IS A PREREQUISITE TO PARTICIPATION.

- A. A student in grades 9-12 must take and pass at least four (4), one unit CORE Courses or any five (5) one unit courses, each grading period (6/9/12 week) or semester to be eligible. Students below the 9th grade must pass four (4) subjects each grading period/semester. A senior who has met or is meeting all requirements for graduation must pass four (4), one-credit courses each marking period/semester.
Note: A student must have earned 4 core units or any 5 units of credit to be declared eligible at the start of a school year. Also, courses

taken during the school year by the “Home School” method are not eligible for athletic eligibility determination. “Virtual school” course will be considered on a case by case basis and must receive prior approval.

- B. Any student who did not receive credit for at least one-half of all courses taken the previous school year cannot be declared eligible until after the successful completion of the 1st semester. A Maximum of Two Credits earned during summer sessions may be accepted from an accredited school with an established summer school program.
- C. A student may use college credit courses for eligibility purposes provided the student has met or is meeting all requirements for graduation. A maximum of One (1) Correspondence Course per school year may be used for eligibility purposes.
- D. A One Credit Course is a course taken for 36 weeks, one period each day for a minimum of 45 minutes. A course taken each day as above for 18 weeks would be a half credit which when combined with another half credit course would be the equivalent of a one credit course. A course taken for 36 weeks but only three, 45 minute periods each week would not be a one credit course. Note: A One Credit Course taken for 18 weeks, shall meet for one period each day for a minimum of 90 minutes. Dual Credit Courses are treated as one half of a carnige unit.
- E. Core Courses: Those courses in English, Mathematics, Science, Social Studies, Computer Science and Foreign Language that are recommended by the Commission on Higher Education and are common to SCISA schools.
- F. Eligibility is to be declared on the fourth (4th) school day after the end of the marking period. A student shall become eligible or ineligible at 12:01 AM on the fourth school day after the end of the marking period. *Example 1:* The marking period ends on Friday. Student X becomes eligible or ineligible at 12:01 AM on Thursday. *Example 2:* The marking period ends on a Monday and Tuesday is a holiday for students. Student Y becomes eligible or ineligible at 12:01 AM on the following Monday.

Article VI – Section V:

STUDENT ELIGIBILITY BELOW GRADE 9

- A. Students below the 9th grade must pass four (4) subjects each grading period/semester to be eligible for the next grading period.
- B. A student must have passed the previous school year to be eligible for athletic participation the first grading period.
- C. A student who repeats a grade below the ninth grade after having passed that grade would not be eligible during the year that is repeated. A waiver may be considered following the presentation of appropriate academic documentation detailing the school’s recommendation for repeating the grade.
- D. All students must comply with the age requirements and grade level restrictions for each level of competition.

Sources consulted:

Prestonwood Christian Academy, Plano, TX
ACSI, 731 Chapel Hills Drive Colorado Springs, CO 80920-1027
SCISA, Orangeburg, SC 29116

Clearly communicated expectations form the basis for a student's success as s/he engages productively in the classroom and in the community at large. These expectations also provide parents with the necessary insights to partner with the school in a positive manner to encourage their child in success-building attitudes and actions. Positive expectations provide the foundation for measurable outcomes.

Student Expectations

Students and parents need to be keenly aware of these expectations. Our discipline system becomes engaged when students fail to comply with one or more of our Guidelines for Success.

Students are expected to:

1. Glorify God.
2. Be Respectful.
3. Be on time and on task.
4. Be in authorized areas.
5. Keep hands and feet and other objects to yourself.

Middle and High School Codes of Conduct/Consequences

Specific Rules:

1. CA reserves the right to suspend or dismiss a student for misconduct on or off the school campus, and without regard for whether the form of misconduct is identified specifically herein, and without regard for whether it is specified as improper off campus. While the Academy has no control over student activity off campus which is not Academy sponsored, and does not supervise student conduct off campus during an activity which is not Academy sponsored, misconduct during such activity may come to the attention of school authorities and may result in the administration of discipline, including suspension or expulsion.
2. School property shall be protected. Defacing or damaging Academy property which is malicious or careless in nature, and which results in destruction or damage will result in both appropriate disciplinary action, and the replacement of such property by the student and/or his parents or legal guardian as deemed by the Academy.
3. Conduct and attitude shall be respectful. Disruptions in class, unruly behavior, or repeated violations of prescribed Academy policy will not be allowed.
4. Respect for authority is expected of each student for any staff member at any time either in or out of school. Any student who is disrespectful to a staff member or other student will be subject to disciplinary action which may include suspension or expulsion.
5. CA reserves the right to invite the Dorchester County Narcotics Team, or an appropriate narcotics search group, to visit at any time during the school year to search for drugs. It also reserves the right to search any property, including automobiles, brought onto Academy premises. Any alcohol, drugs, or drug paraphernalia found in lockers, cars, or other items under the student's control will constitute possession.

Dismissals:

The Academy reserves the right of suspension or dismissal at any time during the school year. Any student who persistently neglects work, who fails to meet academic or other standards or qualifications or who exercises poor citizenship, one who fails to cooperate, or whose parents fail to cooperate, may be asked to withdraw from the school. Dismissal will be administered by the administration. Appeal of a dismissal may be made in writing to the Head of Schools within three days of the dismissal. A student may not attend classes during request for an appeal. A student who has lost the privilege to attend CA may not be permitted to attend Academy related events. These events would include, but are not limited to, Homecoming, Junior-Senior Banquet, etc. Dismissals may occur when any one of the following take place:

1. Possession or use of drugs of any kind, or the misuse of any prescribed drugs of any kind, on or off Academy property
2. Selling or supplying prescribed or illegal drugs on or off campus
3. Possession, consumption, supplying or selling of alcohol on or off campus
4. Repeated violations of discipline that have resulted in suspensions
5. Failure of parents to cooperate with the Academy in discipline of their children
6. Assault or battery of staff or students
7. Sexual misconduct-Physical conduct and/or contact of a sexual nature, verbal abuse of a sexual nature, sexual innuendoes and gestures, or other serious sexual misconduct
8. Moral misconduct-Pregnancy or the causing of pregnancy, computer/internet use for immoral purposes, or other serious moral misconduct
9. Lying
10. Stealing
11. Possession or use of a weapon in a threatening or dangerous manner, which is perceived to be capable of inflicting physical harm
12. Possession, transfer, sale, or discharge of

any gun (including a starter gun or pellet gun), firearm, or any other explosive device, of any type, whether loaded or unloaded, on or off campus.

Restoration:

The Academy reserves the right to deny readmission to any student whose actions demonstrate that it is in the Academy's best interest to not allow readmission. The request for readmission should be in writing to the Head of Schools. Restoration at a Christian school is always a difficult matter. Students who have been dismissed from CA or other schools must present evidence of genuine repentance and carry out a school-designed restoration program. If a student has been dismissed or asked to withdraw, been given due consideration, and desires reinstatement, the student must wait one full semester before reapplying. During that time, the student must be involved in a program of church attendance and youth group involvement as well as student, parent, and group counseling. During the restoration period, academics must continue at another school or home school. Upon completion of the reinstatement restoration program, recommendations by the student's pastor, youth pastor, and school designated counselors will be considered by the respective principal and administrative staff to determine the student's reinstatement. Students returning will be on Disciplinary Probation for one year.

Re-Admission:

Any student dismissed from the Academy, or allowed to withdraw, will not be allowed to apply for readmission until the next school year. Requests for re-admission should be made in writing to the Head of Schools. The Academy reserves the right to deny re-admission.

Continued Enrollment:

The Academy reserves the right to deny continued enrollment to any student whose actions and/or attitudes demonstrate that it is not in the best interest to allow reenrollment. Students who have demonstrated through detentions, progress reports, and poor attitude a lack of interest in being at CA will be interviewed by the administration. A poor attitude may be reflected through a lack of

compliance with the dress code, response to discipline, respect for authority, etc. After this interview, a conference with parents will be scheduled. Students may be placed on Disciplinary Probation with enrollment for the following year withheld until a review of the student's progress has been evaluated.

DRUGS AND ALCOHOL

Cathedral Academy believes the using, buying, selling, or other transfer of illegal drugs and/or alcohol cannot be tolerated and will result in dismissal of the offending student or students. Consumption of drugs or alcohol is neither compatible nor permissible within the wholesome Christian environment we provide at CA. Although consumption is an expulsion offense, individual situations will be evaluated on a case-by-case, with an attempt to find the best solution for the individual and the student body as a whole. Situations that warrant restoration, in the sole opinion of the administration, will be given due consideration.

Athletes

Drug testing may be requested for all athletes as part of the Athletic Participation process. The cost for the drug test is the responsibility of the family. *If the parents and/or student refuse, then the student's privilege to attend the Academy will be revoked.*

General Student Body – Grades 7-12

The administration of the Academy reserves the right (in the interest of safety for that student or any other student) to conduct random drug testing of any student in grades 7-12 at the school's expense. *If the parents and/or student refuse, then the student's privilege to attend the Academy will be revoked.*

GUNS AND WEAPONS

Cathedral Academy does not allow guns, knives, weapons, or their facsimiles on campus. Violation of this policy will result in the dismissal immediately of the participating student or students with the exception of facsimiles which may result in suspension or dismissal at the discretion of the administration.

SEARCH AND SEIZURE

To maintain order and discipline in the Academy and to protect the safety and welfare of students and personnel, school authorities may request a search of a student, student lockers, or student automobiles under the circumstances outlined below and may seize illegal, unauthorized, or contraband materials discovered in the search.

- **Personal Searches:** A student and/or personal effects (e.g., purse, book bag, etc.) may be searched whenever a school authority has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials. Students may be asked to empty their pockets, pocketbooks, wallets, book bags, etc. Registration of the child constitutes parental consent to such searches. If the student refuses and the school feels a personal search of the student's person or belongings is warranted (in the interest of safety for that student or any other student), then the parents will be phoned and must come to school to perform the search. If the parents fail to come to the Academy to perform the search in a reasonable time (one hour) and/or the student refuses to empty his/her pockets or remove from his or her person what is suspected, then the student's privilege to attend this Academy will be revoked. In certain cases, law enforcement may be called for assistance.
- **Locker Searches:** Student lockers are Academy property and remain at all times under the control of the Academy; however, students are expected to assume full responsibility for the security of their lockers. The Academy exercises exclusive control over school property, and students should not expect privacy regarding items placed in school property because school property is subject to search at any time by Academy officials.

Students are responsible for whatever is contained in desks and lockers issued to them by the school. Periodic general inspections of lockers are conducted by school authorities for any reason at any time without notice, without student consent, without parental consent, and without a search warrant.

- **Automobile Searches:** Students are permitted to park on Academy premises as a matter of privilege, not a right. The Academy retains authority to conduct routine patrols of student parking lots and inspections of the exteriors of student automobiles on campus. The interiors of student vehicles may be inspected whenever a school authority has reasonable suspicion to believe that illegal or unauthorized materials are contained inside. Such patrols and inspections may be conducted without notice, without student consent, without parental consent, and without a search warrant.
- **Seizure of Illegal Materials:** If a search yields illegal or contraband materials, such findings may be turned over to the authorities.

DISCIPLINE RECORD FOR PERMANENT FILES

This form is utilized for suspension and dismissal offenses only. A copy is placed in the student's discipline file and the event is recorded in SchoolMinder. These will be retained for 3 years, but are not a part of the permanent record.

ELECTRONIC DEVICES, GAMES AND TOYS

An electronic communications device is defined as a device that emits an audible signal, vibrates, displays a message, or otherwise operates to summon or deliver communication to the possessor (e.g., pagers, cellular phones, laser pointers or any other such device that may present a safety concern).

Paging devices may be carried only by those students who are members of emergency

response teams or who have personal medical reasons, as certified by a physician.

During regular school hours, cellular phones brought onto any school campus by a student must remain out-of-sight, turned off, and not activated.

Administrators and staff members, along with law enforcement authorities have the right to confiscate electronic communication devices possessed by students in violation of this policy.

For the first violation of the electronic communications device policy, the staff member observing the violation will confiscate the device until the end of the school day, and then return it to the student.

The teacher is to make a report of the confiscation to the Head of Schools.

On the second violation, the parents or guardians will need to pick-up the electronic communications device, and sign for receipt of the device, as well as be given a copy of the policy.

For the third violation of this policy the electronic communications device will be kept by administration until the end of the grading period but not less than 30 days.

For the fourth offense and beyond, the electronic communications device will be kept until the end of the semester but not less than 30 days, and suspension from school is possible.

CHEATING AND PLAGIARISM POLICY

Once it is confirmed that a student cheated or plagiarized on an assignment, quiz, test, exam, or project, the following discipline path will be followed:

1. The administration will exercise a reasonable effort to communicate with the parents.
2. The cheating/plagiarizing student will be subject to administrative review for suspension or dismissal.
3. The cheating/plagiarizing student will receive a grade of "0" for the assignment, quiz, test, exam, or project.
4. A student who knowingly enables the cheating or plagiarizing student will be subject to administrative review for disciplinary action.

The school generally follows its discipline procedures contained herein. However, there are circumstances in which the school administration and/or board may determine, in their sole discretion, that it is appropriate not to follow progressive discipline steps. In cases in which a student has engaged in egregious, immoral, or other unacceptable behavior, the school reserves the right to suspend or expel the student immediately.

OTHER STUDENT CONCERNS

STUDENT DIGNITY POLICY

Cathedral Academy intends to provide its students an environment that is free of offensive kinds of behavior. Conduct, whether intentional or unintentional, that subjects another person to unwanted attention, comments, or actions because of race, national origin, age, gender, physical characteristics or disability, robs that person of their dignity and is not permitted.

Cathedral Academy does not condone or allow harassment of others, whether engaged in by

students, employees or other family members who may be present.

Any student who is determined to have violated this policy will be subject to corrective action and discipline, and may include expulsion.

STUDENT DRIVERS

All student drivers must sign a *Student Driver Contract*. Student drivers are not permitted to leave campus during the school day for lunch. If absolutely necessary, student drivers may leave campus for a medical appointment with

prior written permission from parents. Students must sign out in the school office before leaving and sign in upon returning.

Cars are off limits during the school day. Students should not go to their car between classes for any reason without permission of the administration.

STUDENT PARKING

Students must park in designated student parking area.

STUDENT INSURANCE

In the event of a school-related injury, Cathedral Academy carries secondary insurance on each student. Parents should file a claim with their primary insurance company first. Immediately contact the school office for the necessary forms to file with the secondary insurance company.

STUDENT LOCKERS

Lockers are school property and are assigned to students. Lockers are to be used exclusively by the assigned student and maintained accordingly. No personal locks may be used.

Lockers are school property and may be opened at the Administration's discretion. Damage to any school property is not allowed. Fees may be charged for any damaged lockers.

PUBLIC DISPLAYS OF AFFECTION

Public displays of affection between male and female students, as "boyfriends or girlfriends," are not allowed.

UNDERSTANDING THE PARENTAL COMMITMENT

Parents of Cathedral Academy students should understand that acceptance is granted on a general probationary status for the first quarter. Cathedral Academy offers a college preparatory curriculum focusing on higher academic standards, and is committed to maintaining the academic integrity of our programs. The school does not make accommodations to the curriculum in the way of individualized learning plans, shortened assignments, extra time on assessments, etc. Further, the Academy is not able to provide ancillary services to meet the needs of students with learning or behavioral issues. Parents agree that they will in no case complain to other parents, but will register only necessary complaints with the teacher or administration following the Matthew 18 principle. They pledge their full cooperation to keep doctrinal controversy out of the school and agree to abide by established policies. Parents agree to support the school with their prayers and positive attitude. They further understand that if at anytime the school determines, in its sole discretion, that their actions do not support the ministry, or reflect a lack of cooperation and commitment to the home and school working together, the school has the right to request the

withdrawal of their child(ren). Cathedral Academy reserves the right to dismiss a student for lack of cooperation on the part of the student, parent and/or guardian. The school has the right to request the withdrawal of students in the event that the parents no longer support the principles and practices of the school. Admission to Cathedral Academy is a privilege and not a right. It is a privilege granted with the understanding that students will desire to live as Bible-believing, consecrated Christians. Conduct exemplary of developing young Christians is expected. Drinking alcoholic beverages, using marijuana or other illegal drugs, smoking, profanity, disrespect for authority or property, improper sexual behavior and abuse of others are prohibited. This applies to school and non-school related social activities where unacceptable behavior would have an adverse effect on the testimony of the school. Cathedral Academy families also commit to the principle of the sanctity of marriage between a man and a woman.

PARENTAL CONCERNS

Even in the best-run schools there will be situations that lead to disagreements among parents and school officials. It is of utmost importance that these issues be handled in a spirit of cooperation and grace. From Matthew 18, Jesus gives us the model for resolving conflict. Parents, staff members, and students are enjoined to follow this procedure. The temptation to talk to people not involved in the situation is great, but it is not God's way. Parent concerns need to be directed through the proper channels:

1. All concerns will be handled in accordance with the principles set forth in the Gospel of Matthew, Chapter 18.
2. All persons are to deal with the situation at its source. This usually means initially speaking privately with the particular teacher or appropriate school staff member in a constructive and supportive attempt to obtain clarification or resolution.
3. If, after genuine and earnest attempts have been made and clarification or resolution has not been satisfactorily reached, then:
 - a. The person proceeds to the next level of authority. This generally means speaking to the appropriate principal. Nearly all matters can be resolved at that level. For that matter, every effort should be made to resolve issues quickly at the lowest level possible. The Head of Schools may be seen if reasonable resolutions fail and/or if communications break down. Since the Board of Directors form the policies from which the Head of Schools operates, the Head of Schools may not waive any of the Policies for you.
 - b. The Head of Schools may, at his discretion, require that the matter in question be reduced to writing prior to considering the matter.

TEXTBOOK CARE

Textbooks are the property of the school.

We realize that average wear and tear on books happens. A book fine may be assessed at the end of the school year for excessive damage or excessive wear and tear. Final report cards/transcripts will be held until book fines are paid.

A schedule of fines is listed below:

<u>Type of Damage</u>	<u>Hardback Books</u>	<u>Softback Books</u>
Worn edges of cover	\$10.00	\$2.00
Broken back	\$15.00	N/A
Damaged or marked cover	\$15.00	\$7.50
Missing or torn cover	replace book	replace book
Excessive writing in book	replace book	replace book
Minimal writing in book	\$5.00 - \$15.00	\$2.50 - \$7.50
Torn/missing pages	replace book	replace book
Moisture damage	replace book	replace book
Lost book	replace book	replace book
Miscellaneous	\$1.00 - \$10.00	\$1.00 - \$5.00

COMMUNITY SERVICE

One of Cathedral Academy's primary goals is to prepare students for a life of service to Christ and their community. Therefore, we believe that students should be involved in serving their communities while they are students.

- Grades 9-12 students are required to provide 10 hours of community service per academic school year session. Students may select from a variety of activities.

All service projects must be approved in writing in advance by the Administration. Some examples of community service projects are: Church ministry worker, assisted living visitations, children's hospital visitation, food drives, etc. Summer Mission trips are not counted as a part of the 10 hours required. Any summer hours a student feels may be eligible to count for Community Service must be presented to the Head of Schools for approval.

DUKE UNIVERSITY TALENT IDENTIFICATION PROGRAM (TIP)

NATIONAL HONOR SOCIETY

Eligibility: Juniors and seniors are eligible for membership in the National Honor Society if they have an overall GPA of 3.5 or above and

demonstrate leadership, service, and character. Students meeting the academic requirement

will be asked to complete a form to give evidence of their leadership and service in their community, school, and church. A faculty council will make the final decisions for membership. Total GPA is calculated after the completion of the 4 semesters consisting of the freshman and sophomore years. Induction will take place in the fall of the candidate's junior year.

Students who have been suspended (in-school or out-of school) will not be eligible for membership during the year of the violation/suspension.

Membership is subject to the guidelines set forth by the National Honor Society.

STUDENT COUNCIL

(Grades 6-12)

The Upper School Student Council is a student organization whose purpose is to plan and promote student activities and overall student life in the Upper School.

Each year four students are elected to the executive board to serve as president, vice president, secretary, and treasurer. The council consists of these officers plus the representatives of the classes.

OTHER CLUBS AS ADDED-

FOREIGN EXCHANGE STUDENTS

Students from other countries on temporary visas are eligible to attend school at Cathedral Academy provided they meet all enrollment requirements including enrollment fees and tuition, and the host family agrees to abide by all of the policies and regulations of the school.

Host agencies are to check with the school prior to inviting a student to the school. In the event that a class capacity is reached, permanent resident students or church family students would have first priority for attendance.

Exchange students must have completed all of the necessary immigration forms before the student can register. Exchange students should be authorized through a licensed For Exchange Program. The school is not certified to issue Forms I-20. Completed forms should be received at the school for review by the Head of Schools for approval.

Exchange students are eligible to attend Cathedral Academy for experiential purposes. Exchange students will have all rights, privileges, and responsibilities granted to resident students regarding attendance,

academic standards, behavior, academic grading, and participation in clubs and school activities. Participation in school sponsored sports will be approved pending Exchange students meeting the criteria of the South Carolina Independent Schools Association. Exchange students are not eligible for the Salutatorian or Valedictorian honors, nor are

they eligible to receive a High School Diploma, and they are not eligible to participate in the graduation ceremonies including the Junior Marshals. No school funds will be used to fund participation in athletics, lunches or other activities for Exchange students.

WITHDRAWALS

When a student withdraws from Cathedral Academy, a parent must complete the **Withdrawal Form**. School records will be released after the school receives the completed withdrawal form and all financial and other obligations to Cathedral Academy have been fulfilled. All books and other materials belonging to the school must be returned before the student will officially be withdrawn. An exit interview may be requested.

Cathedral Academy plans and budgets for the entire school year; therefore, no refunds of any fees or tuition will be given at any point of withdrawal unless a job transfer moves the family or the student is asked to leave the school by the Head of Schools or the School Board.