



CAMBRIDGE
ACADEMY

2024-2025
POLICIES & ESSENTIAL INFORMATION
For Parents and Students

The information contained in this booklet is designed to help students achieve to the best of their abilities, in keeping with the mission statement of Cambridge Academy (“CA”). It is intended to act as a set of principles, rather than as an exhaustive set of rules and regulations. The administration reserves the right and the obligation to amend, add, or delete rules and regulations when deemed necessary in order to facilitate the smooth operations of our school.

*Cambridge Academy is fully accredited by the
South Carolina Independent School Association (“SCISA”) and COGNIA.*

SCISA is a non-profit voluntary association of independent schools. Founded originally on August 10, 1965, the State of South Carolina Incorporated the SCISA as an exclusively educational organization, with responsibilities to establish accreditation standards, coordinate athletic and academic competition, and raise funds for member organizations. To learn more about SCISA visit www.scisa.org.

Mission Statement

Cambridge Academy provides students with an academically excellent curriculum, while fostering physical, social, and spiritual wellness within a nurturing environment.

Purpose Statement

Cambridge Academy believes that high academic expectations within an atmosphere of caring and mutual respect generate the most effective college preparatory education possible. The school’s philosophy affirms that each individual is of infinite worth and dignity. Cambridge Academy seeks student applicants of all races, religions, and nationalities. We strive to assist each student to reach his or her potential – intellectually, socially, emotionally, and spiritually. Cambridge Academy consistently nurtures a love of learning that will enable students to respond enthusiastically to a lifetime of challenge.

School Motto

PETITE OPTIMUM:

Be your best in all your interactions with others
and in everything you do: *AIM HIGH.*

TABLE OF CONTENTS

Section I:	Honor System.....	4
Section II:	Fundamental Principles.....	5
Section III:	Disciplinary Policies.....	6
Section IV:	Attendance Policies.....	9
Section V:	Arrival and Dismissal Policies.....	11
Section VI:	Dress Code Policies.....	15
Section VII:	Academic and Grading Policies.....	18
Section VII:	General Information.....	22
Section VIII:	Acknowledgement Form.....	38

HONOR CODE

The Cambridge Academy ("CA") Honor Code states:

Cambridge Academy believes in an Honor Code and a system of behavior with mutual respect for all, where no student shall lie, cheat, or steal and will not tolerate others who do so. Failure to report violations is also considered a violation of the Honor Code.

Cambridge Academy's Honor code promotes integrity, mutual respect, honesty, and trustworthiness. Lying, cheating, and stealing infringe upon this code and will be disciplined. Failure to report such infringements also violates the code.

Administrators, faculty, staff, students and their parents/guardians should respect this code of conduct and understand the seriousness of the Honor Code infractions. Any major infraction may lead to immediate suspension or expulsion at the discretion of the Head of School. These include but are not limited to the following:

- **Lying**: Lying is the intentional misrepresentation of facts to a member of the faculty, administration, or a fellow student. Forgery is a form of misrepresentation.
- **Cheating**: Cheating is defined as giving or receiving help on any pledged assignment. Cheating also includes the passing of information on tests to students who have yet to take the test. Any assignment submitted for a grade is pledged.
- **Stealing**: Stealing is the taking, whether done maliciously or as a "prank", or borrowing without permission anything that is not rightfully one's own from another person or from the property of the school.
- **Plagiarism**: Plagiarism is the act of taking the ideas, writings, and works of another individual and representing them as one's own.
- **Vandalism**: Vandalism is willful destruction or damaging of another person's property, or school property, whether done maliciously or as a "prank."
- **Insubordination**: Insubordination is verbal or physical challenging of a teacher or a staff member or disregard of discipline-related instruction.
- **Bullying and Hazing**: Bullying is intentional mental, physical, verbal, or cyber harm to another student, teacher or staff member.

Handling Honor Infractions

All honor infractions must be reported to the Division Head. The Head of School, Division Head, and classroom teacher will handle disciplinary action involving honor violations.

FUNDAMENTAL PRINCIPLES

CA assumes students have a serious purpose, a moral code, and a set of values that will guide appropriate behavior. The discipline is therefore tailored to those types of students, not those who need excessive guidelines for appropriate behavior. Its government is one of principles rather than of rules, regulations, and penalties. Faculty and administrators help students realize they are accountable for their actions and achievements and for the well-being of the larger community of which they are a part.

While the school encourages freedom, it distinguishes between freedom and license. Freedom does not mean complete liberty for the individuals to do as they please regardless of the effect of their actions on others. It is understood that reasonable limitations and rules defining them are necessary to maintain relative freedom for all.

The basic operating assumption of the school centers on four fundamental principles:

1. Respect all others and yourself.
2. Listen to others and expect others to listen to you.
3. Be at the right place at the right time doing the right things.
4. Do not interfere with the learning of another student or with the purpose of a school activity.

General Expectations

1. Student dress is expected to reflect the Dress Code as established by the administration and outlined in this handbook. Compliance with the Dress Code is a joint responsibility of students, parents, teachers, and administrators.
2. Gum, candy, food, and drinks are not allowed in any classroom area unless they are part of a school-sponsored event or a classroom-wide snack. Food and drinks may be consumed in the classrooms during break, in the cafeteria, or outside the school building. Food or drink is never allowed in the library.
3. No hats are to be worn inside at any time.
4. Students are expected to be on time for all school appointments, including classes, extra help, makeup tests, etc.
5. Students are expected to contribute to the general atmosphere that allows for the serious pursuit of academic excellence. Running in the halls, boisterous behavior, and distractions of that nature have no place in a school setting.

Failure to meet the general expectations will result in administrative action. Chronic failure to adhere to general expectations may result in more serious disciplinary action, including suspension and/or dismissal.

Any time you have questions or concerns about your child, follow the chain of command:

1. **Always speak to your classroom teacher first.**
2. If the situation has not been resolved after speaking to the classroom teacher, please contact the appropriate Division Head for an appointment to discuss it.
3. After speaking to the Division Head, if the situation has not been resolved, you should contact the Head of School.

As stated in Board of Trustees policy, the Board of Trustees is not involved in the daily operation of the school, delegating that role to the Head of School and other designated individuals. Members of the Board of Trustees should not be contacted regarding general expectations of students, discipline issues, classroom procedures, or school policies. These types of questions or concerns should always be handled using the chain of command above.

DISCIPLINARY POLICIES

CA students, their parents, and family members are held to a higher standard of action. In cases where students, parents, or other family members choose to publicly portray CA in a negative way (verbally, written, or through use of social media or other means), harass or bully a member of the CA faculty or staff (which includes verbal and physical harassment on and off of school grounds, and via email, phone calls, text messages, and social media sites or other means), or display inappropriate actions at any CA sponsored event, the student may be dismissed at the full discretion of the Head of School. If at any time a student or that student's parent or family member exhibits behavior through any medium that indicates that they no longer wish to be part of the CA community, that student may be dismissed at the full discretion of the Head of School. An appeal to a decision made by the Head of School to dismiss a student due to any of the actions stated above should be directed to the Chairman of the Board of Trustees.

Disciplinary Actions and Procedures

Faculty members will address minor infractions of school rules in the classroom and common areas. Chronic or blatant misbehavior will be referred to the Division Head for appropriate action.

The Head of School is ultimately responsible for the overall disciplinary policies. Board policy states that the members of the Board of Trustees choose not to involve themselves in the school's disciplinary process.

Normal disciplinary actions include the following:

1. For minor infractions, the teacher or administration may assign personal (lunch) detention or other disciplinary actions.
2. After-school detention may be assigned by the Division Leader or Head of School for more serious infractions or repeated minor infractions.
3. In-school suspension (ISS) or out-of-school suspension (OSS) will be assigned for major disciplinary issues or for an excessive number of demerits by the Head of School.
4. Major offenses or criminal behavior may result in a student's immediate dismissal from the school. The administration reserves the right to dismiss a student at any time when his/her conduct has become detrimental to the CA community.

Keep it 100 - Cambridge Academy's Merit System for Middle & Upper School

Cambridge Academy will incorporate a Merit/Demerit system for middle and upper school students. The goal of the system is to create a positive way to ensure the best learning experience for all students. While we recognize that students will misbehave and make mistakes, we strive to eliminate negative

behaviors that impact the learning environment while promoting a positive culture and climate within our school. At the beginning of each school year, a student will receive 100 merits. Just like a student's academic grades, the goal is to maintain over 90 merits and keep an "A" average. In addition to losing Merits, students will have the opportunity to earn Merits for exceptional acts of citizenship or service as determined by the Head of School.

The administration team will use FACTS SIS to track merits/demerits. A student may be dismissed, or the annual student contract may not be renewed if a student drops below 75 merits in a single semester or 60 merits for the year.

Demerits are issued by a committee including the Head of School, Upper Division Leader, and Middle School Division Leader.

Disorderly Conduct

1-4 Demerits

Disorderly conduct refers to students who disrupt orderly classroom procedures or instructional activities. This is not limited to behavior in the classroom but also the student conduct at all school sponsored activities. Acts of disorderly conduct and the number of demerits given may include, but are not limited to, the following:

- Class disruption/interference with instruction
- Five unexcused tardies
- Dress code violation
- Littering on the floors or school grounds
- Throwing/propelling objects (hallway, classroom, cafeteria)
- Unauthorized location - roaming the hall during class, cutting class
- Sale and/or distribution of material unauthorized by the Head of School
- Rudeness to school personnel
- Dishonesty - academic and behavioral
- Inappropriate behavior - physical contact, displays of affection, horseplay, profanity, inappropriate comments, excessive noise in the hallways or cafeteria, disrespectful or rude language
- Inappropriate use of technology
- Plagiarism
- Other disorderly acts, as determined by school administration

Disruptive Conduct

3-10 Demerits

Disruptive conduct refers to misbehavior against persons or property, which tends to endanger the health and safety of oneself or others in the school. Disruptive conduct can also refer to repeated disorderly conduct offenses. Disruptive conduct may include, but is not limited to, the following:

- Loitering on school grounds during the school day
- Smoking or intent to smoke/possession of tobacco products, lighters, matches, e-cigarettes, vapes, jules, etc.

- Throwing objects with intent to do bodily harm or disturb class
- Cutting class, leaving class without permission, leaving school grounds without permission, or entering school grounds but not reporting to designated areas
- Inappropriate language or gestures
- Unlawful assembly
- Refusal to obey school personnel
- Physical contact - fighting, horseplay, displays of affection
- Possession or use of unauthorized substances
- Improper use of technology
- Threats or actions to harm others
- Other acts as determined by local school authorities

5 demerits	Parent Conference
7 demerits	After-school detention
10 demerits	Parent Conference and 1-3 Days ISS
12 demerits	1-3 Day OSS
18 demerits	5 Days OSS

For any act of criminal conduct or major disciplinary offenses on school grounds or at school events, disciplinary action may include up to ten days of out-of-school suspension and possible dismissal, regardless of the number of demerits.

Merit Requirements for participation in extracurricular activities:

Student Privileges	Merits Needed
Attend Athletic Functions	80
Participate in Team Sports	80
School Functions - dances, fall carnival, etc.	80
Field Trips*	85
Prom	80

*The Upper School “Big Trip” is included in this merit count. Cambridge does not assume financial responsibility and may not be able to issue a refund for deposits or payments if a student’s behavior prevents them from participating in field trips.

Major Offenses

Students guilty of any of the following offenses may be dismissed from CA at the discretion of the Head of School:

1. Hazing or bullying. This includes physical bullying, mental bullying, verbal bullying, sexting, and cyberbullying (including text messages or other social media at any time on/off of school grounds).
2. Fighting or physical abuse of others.
3. Dishonest acts of any kind.
4. Possession, distribution, or use of alcoholic beverages on school property or during school functions.
5. Possession, distribution, or use of non-prescription drugs or paraphernalia.
6. Willful destruction of school property or the property of others.
7. Possession of weapons or firearms, ammunition, or explosive devices of any kind.
8. Possession, distribution, or use of tobacco products on school property or at a school function. This includes e-cigarettes and vapes.
9. Leaving school without permission or entering the school after hours without permission.
10. Disrespect or insubordination to faculty, administration, or disrespect to other students
11. Excessive unexcused absences, skipping school, or skipping classes.
12. Accumulating 25 demerits in one semester or 35 demerits over the course of one year.

This list is intended to be descriptive but is not exclusive.

Student Privacy

Members of the administration do their best to maintain the confidentiality of all disciplinary actions. The school adheres to the FERPA Law, Family Educational Right to Privacy Act, also known as the Buckley Act. School personnel are not allowed to discuss details of disciplinary actions taken against one student to another student or to another student's parents.

ATTENDANCE POLICIES

Absence Policy

Absences for reasons other than illnesses and family emergencies are almost always detrimental to a student's academic achievement. Students in all grade levels need to attend school to benefit fully from the instructional program. Attendance for all students is taken daily at 8:00 am. For Middle and Upper School students, attendance is also taken at the beginning of each class period.

- Students must attend at least half of the school day in order to have credit for being present for the day.
- If a student misses more than half a day of school on the day of an athletic practice/competition, the student must present an acceptable excuse (doctor appointment, funeral, etc.) to participate in the practice or competition.

I. AUTHORIZED ABSENCES:

- A. **Excused absences** – Excused absences are absences due to illness, accident, or family emergencies. When a student returns to school after such an absence, he/she must bring a written excuse signed by the parent or guardian, clearly indicating the specific reason and date(s) of the absence(s).
1. **Students in Grades K–5** will make up any missed work within a reasonable amount of time, with the assistance of the teachers involved and without a grade penalty.
 2. **Students in Grades 6-12** are responsible for meeting with all teachers on the day they return to school in order to arrange for make-up work and tests. All work must be made up in a time period equivalent to the number of days missed but not exceeding one week. Additional time may be granted at the discretion of the Head of School, Division Head, or individual teachers. **Note:** If a student does not bring a note from home within two (2) days of returning to school, the absence will be treated as unauthorized/unexcused.
- B. **Approved Absences** – Approved absences are those that can be anticipated (e.g., scheduled surgery, family trips, extension of a scheduled school holiday, etc.). These absences must be preceded by a written parental request to the Head of School using the Planned Absence Request Form at least one (1) week in advance. A written work agreement detailing all required assignments and make-up procedures must be completed with each teacher prior to the request being approved. Based on the length of the absence, the number of days allotted to complete all work will be pre-determined. The student must make up all work on his/her own. Denial of the request or failure to follow this process will result in the absence(s) being designated as unauthorized/unexcused. (See Section II below.)
- C. **Extended Family Vacations** – Cambridge recognizes the value family trips can have in broadening a student's exposure to the world. However, the school does not recommend that families schedule extended vacations when classes are in session due to the burden on the student to make up missed work. If families do choose to take extended vacations, the Planned Absence Request Form must be submitted. In this circumstance, it is understood that said student is completely responsible for making up all missed work and graded exercises.

II. UNAUTHORIZED/UNEXCUSED ABSENCES:

- A. Skipping class or any part of a school day.
- B. Anticipated absences or trips without prior approval as described in Section I-B above. Students with unauthorized/unexcused absences are subject to the following conditions:
1. All previously assigned work must be submitted on the day the student returns to school. Individual teachers will assess grade penalties for late work.
 2. Any previously scheduled tests must be taken on the same day that the student returns to school or a zero (0) will be given on the test.
 3. In the cases of unexcused absences, students may be subject to detention hours; in-school suspension; or out of school suspension at the discretion of the Division Head and the Head of School. Expulsion may be imposed by the Head of School.

III. EXCESSIVE ABSENCES:

If a student accumulates more than ten (10) unauthorized/unexcused absences throughout the

school year, failure for the class will result. A student will be required to retake the course or repeat the grade. All students grades K4-12 must attend a minimum of 150 days in order to receive credit for the year, barring a documented medical condition. Students with a prolonged medical issue that prevents them from attending class onsite may be given offsite work by the school to complete. To receive credit for a course, all coursework must be completed by a time determined by the Head of School, Division Head, and classroom teacher. A conference will be conducted with the parents to discuss requirements and sign an agreement. A medical statement from a licensed physician is required before the process can begin.

IV. ATTENDANCE FOR DUAL ENROLLMENT COURSES

Attendance policies for dual enrollment classes are determined by the college or university, not Cambridge Academy. It is expected that students participating in dual enrollment courses are regularly attending classes.

V. SENIOR ATTENDANCE

It is typical for a CA senior to take a limited amount of courses on the CA campus, and sometimes none when all courses are off campus dual enrollment. When this is the case, seniors are still expected to remain active participants in the life of the school. Unless there is a documented conflict with an off campus course seniors are expected to attend all school wide assemblies and programs held during the normal school day. Failure to do so will result in an unexcused absence.

Tardy Policy

All students are marked Tardy at 8:00am if not present in the classroom. Students should be dropped off in the car line in ample time to be seated in their classrooms by 8:00am.

Tardiness to school affects the student's ability to start the day on a positive note and disrupts others. Teachers are asked to handle the first **three (3) unexcused** tardies as part of their ongoing classroom rules. **Repeated unexcused tardies** will be referred to the Division Head and the Head of School for action. Five (5) unexcused tardies will be treated as one (1) unexcused absence.

For safety purposes, early childhood and lower school students who arrive after 8:00am will require a parent/guardian to come walk them to the front door to check in with the front office. All middle and upper school students who arrive at school after 8:00am will require a tardy slip before reporting to class.

ARRIVAL AND DISMISSAL POLICIES

Morning Arrival

Early Arrival begins at 7:30 am

Morning Car line is from 7:30 am until 7:55 am. A teacher(s) will be on duty to assist students from 7:30 am until 7:55 am. Since all teachers must be in their classrooms at 7:55, there will be no one outside to assist students after 7:55. ***All students are marked tardy at 8:00 am in their classrooms; therefore they should be dropped off in car line in ample time to be seated in their classrooms by 8:00 am.**

- Students are not allowed to walk across the street during arrival or dismissal.
- Siblings arriving through car line should follow their youngest sibling's plan for arrival.
- Students will go directly to their classroom upon arrival.
- Parents will not be allowed to enter the building to walk students to classrooms.

Cougar Cubby Playschool 1: Students in CCPS 1 should be walked to their classroom. Please park in the staff parking lot near the playground to walk your child to the classroom. No one is to park on the school side of the street during morning car line.

Cougar Cubby Playschool 2 – K4: All students should use the side entrance on Oakwood Drive. Approach the school from Oakwood Drive at Center Street and let children out of the passenger side of the car. Please do not park and leave your car. Cambridge staff will be present to help you child exit or enter your car. We strongly recommend turning onto Oakwood Drive from Center Street. Do not wait at the stop sign on Eastman Street to enter the line. This disturbs traffic flow on Eastman Street and becomes a safety issue. The posted speed limit on all roads surrounding the school is 20 mph and must be followed for the safety of our students.

K5 -5th Grade: Drop off is in front of the Eastman Street entrance to the school. Approach the school from the direction of Tackett Way and let children out on the passenger side of the car. We strongly recommend turning onto Eastman Street from Calhoun Road. Do not wait at the stop sign of Tackett Way and Eastman St. to enter the car line. This disturbs traffic flow on Tackett Way and becomes a safety issue. The posted speed limit on all roads surrounding the school is 20 mph and must be followed for the safety of our students. **For safety reasons, please do not make a U turn past the school in order to approach in the correct direction.** Do not park directly across the street from the school and walk your child(ren) across the street to enter the school. If you must park and enter the school building during morning drop off times, please park in the staff parking lot near the playground. **No one is to park on the school side of the street during morning car line.**

6th-12th Grade: Drop off for Middle and Upper School students is at the front entrance of the school. The posted speed limit on all roads surrounding the school is 20 mph and must be followed for the safety of our students. You should NOT make a U turn past the school in order to approach in the correct direction. Do not park directly across the street from the school and walk your child(ren) across the street to enter the school. If you must park and enter the school building during morning drop off times, please park in the staff parking lot near the playground. **No one is to park on the school side of the street during morning car line.**

Student drivers will park in the back gated parking lot or lower gravel lot in their assigned parking space. In order for an Upper School student to drive to school and park on campus, a Driver Intent form must be on file with the Upper School Division Leader. Failure to register their vehicle via completion of the form could result in their car being deemed "suspicious" and removed from school property at the owner's expense. Only Upper School students driving to school should enter the back door of the school.

Middle and Upper School students may arrive at school as early as 7:30 am. **Since students are marked tardy at 8:00 am in their classrooms, they should be dropped off in car line in ample time to be seated in their classrooms by 8:00 am.** Middle School and Upper School students must go directly to their first period class upon arrival and need to be seated in their homeroom class at 8:00am. Attendance will be taken in homeroom.

Afternoon Dismissal

Note: Students may only be dismissed or signed out to custodial parents/guardians or other authorized individuals listed on the Student Emergency Form. State-issued identification is required.

Half Day Students - CCPS, K3 and K4 Half Day Students are dismissed at 12:00 pm.

CCPS 1: Parents of CCPS 1 students should park in the teacher parking lot near the playground and check in with the front office by 12:00 pm to pick up their child(ren).

CCPS 2, K3 and K4 Half Day Students: CCPS 2K3 and K4 half day students are to be picked up at the side entrance on Oakwood Drive. Cars are to line up on the school side of Oakwood facing the gated parking lot. Please remain in your car, and a teacher on duty will bring your child(ren) to your car. Students will be loaded into cars from the passenger side. CA teachers **will not** place an Early Childhood student in the front seat of a vehicle or into any vehicle that does not have a car seat for the child. Students being picked up at 12:00 p.m. should follow the same car line safety procedures outlined below.

Full Day Students- CCPS – 5th Grade

Note: Lower school students with younger siblings will go to the door by the youngest sibling's classroom to wait to be called for their ride. Parents picking up lower school students and middle/upper school students should plan to go through the lower school pick up line then would also go through the middle/upper school car line.

If a lower school student is riding home with a student driver, the high school student will come to pick up their sibling at dismissal in the cafeteria. Example: A second grade student riding with an upper school driver will wait in the cafeteria for their sibling to come get them for dismissal at 3:06.

CCPS 2- K4 students are dismissed at 2:45 pm. Pick up is at the side entrance on Oakwood Drive. Parents should enter this car line through Oakwood Drive at Center Street and should not wait at the stop sign on Eastman Street to enter the line. The posted speed limit on all roads surrounding the school is 20 mph and must be followed for the safety of our students. CA teachers **will not** place an Early Childhood student in the front seat of a vehicle, or into any vehicle that does not have a car seat for the child. To help car line move as quickly and safely as possible, please limit your conversation with the teacher loading your child(ren) in your car. **No one is to park on the school side of the street during afternoon car line.**

K5 – 5th Grade Students are dismissed at 2:45 pm. Pick up is in front of the Eastman Street entrance to the school. Cars are to line up along Eastman Street facing Oakwood Drive (note: please extend the line down Eastman Street and NOT down Tackett Way). Do not wait at the stop sign of Tackett Way and Eastman St. to enter the car line. This disturbs traffic flow on Tackett Way and becomes a safety issue. If you are attempting to enter the car line from Tackett Way and car line traffic is backed up past Tackett Way please continue through the stop sign and reenter Eastman St. from Calhoun Rd. You may NOT make a U turn on Eastman St. in order to approach in the correct direction or to exit the line in the opposite direction. The posted speed limit on all roads surrounding the school is 20 mph and must be followed for the safety of our students. **Do not park directly across the street from the school and walk**

across the car line traffic to pick up your child(ren). To help car line move as quickly and safely as possible, please limit your conversation with the teacher loading your child(ren) in your car. **No one is to park on the school side of the street during afternoon car line.**

Several cars at a time will be loaded with children. A faculty member will call out names of students in the order the cars are lining up. If there is a delay in getting your child to the carpool area, you will be asked to pull your car farther up the road towards the stop sign at Oakwood Drive to wait for your child.

For the safety of everyone:

1. PARK YOUR CAR WITH YOUR RIGHT TIRES TO THE CURB
2. STAY IN YOUR CAR – DO NOT PARK AND COME INSIDE TO COLLECT YOUR CHILD
3. DO NOT USE YOUR CELL PHONE OR MOBILE DEVICE DURING CAR LINE
4. DO NOT ALLOW CHILDREN TO CROSS THE STREET TO COME TO YOUR PARKED CAR
5. NO U-TURNS INTO OR OUT OF THE CARLINE
6. REVIEW CAR LINE PROCEDURES WITH ANY PERSON THAT MAY PICK UP YOUR CHILD.

Unless engaged in extra help or planned and supervised activities, all Early Childhood and Lower School students not picked up by 3:00 p.m. will be sent to the After School Program and the parent will be charged. As a reminder, the After School Program is for students in grades K3 – 12. Students enrolled in tutoring sessions, music lessons, etc. must either be picked up and returned at their scheduled time, or enrolled in the After School Program. Students will not be allowed to wait in the front lobby, front office, or cafeteria for an afterschool activity to begin.

6th-12th Grade Students are dismissed at 3:05 p.m. Pick up is in front of the Eastman Street entrance to the school. Cars are to line up along Eastman Street facing Oakwood Drive (note: please extend the line down Eastman Street and NOT down Tackett Way). Do not wait at the stop sign of Tackett Way and Eastman St. to enter the car line. This disturbs traffic flow on Tackett Way and becomes a safety issue. If you are attempting to enter the car line from Tackett Way and car line traffic is backed up past Tackett Way please continue through the stop sign and reenter Eastman St. from Calhoun Rd. You may NOT make a U turn on Eastman St. in order to approach in the correct direction or to exit the line in the opposite direction. The posted speed limit on all roads surrounding the school is 20 mph and must be followed for the safety of our students. Do not park directly across the street from the school and walk across the car line traffic to pick up your child(ren). To help car line move as quickly and safely as possible, please limit your conversation with the teacher loading your child(ren) in your car. **No one is to park on the school side of the street during afternoon car line.**

***PARENTS SHOULD NOT ARRIVE EARLY FOR MIDDLE/UPPER SCHOOL PICK UP due to this being a 2:45 pick up location for 1st -5th grade students.**

Parents should avoid dropping in to talk to teachers during the afternoon dismissal, as this disrupts the entire carpool process for the staff and all students.

Middle and Upper School students are allowed to remain on campus after 3:15 p.m. only if they are involved in extra help or a planned and supervised activity. Please do not assume that your student will be supervised during after school hours unless you have communicated with the supervising faculty or staff member. Middle and Upper School students remaining on campus for athletic practices should report immediately to their coach for supervision until practice is over. Middle and Upper School students not picked up by 3:15pm will be sent to the Middle/Upper School Afterschool Program where the hourly rate of \$6.00 will be charged. Students may not remain on campus unsupervised.

Students in Grades 5-12 involved in after school athletic practices must be picked up from the school at the scheduled conclusion of their team practice. Students may not watch another team's practice while waiting or wait unattended in the lobby or outside of school. Failure to be picked up from practice on time could result in loss of athletic eligibility. There are no study halls before or after athletic practices. If athletic practice doesn't begin immediately after school, the student athlete should be picked up from school and return at the scheduled practice time, or check in to the appropriate Afterschool Program.

Early Dismissal is at 11:15 am and 11:30 (refer to the calendar for Early Dismissal days). CCPS– 5th grade will be dismissed at 11:15 on Early Dismissal days. All regular car line procedures will be followed on early dismissal days. There is no After-School program on Early Dismissal days. Upper and Middle school will dismiss at 11:30

*Siblings- Early Dismissal Schedule- Siblings of CCPS -fifth grade will follow their older sibling's schedule and will be dismissed at the 11:30 dismissal time.

Students Leaving Campus Early

Any student leaving campus prior to regular dismissal time **MUST** be dismissed from the front office, except for student drivers. A parent **MUST** come to the front entrance of the school to sign the student out. Student drivers leaving campus prior to regular dismissal **MUST** have a parent contact the front office staff, and students should sign out in the office of Student Affairs.

Frequent early dismissals may impact a student's grades. Unless there is a doctor's note, it is the student's responsibility to complete any missed assignments due to early dismissal.

Student Driver Policies

Upper school students with a valid South Carolina Driver's License may drive themselves to school and park their car on campus during the school day. Students driving to school must inform the Upper School Division Leader of their intent to park on campus during the school day by completing the Student Driver Intent Form. **Failure to register their vehicle via completion of the form could result in their car being deemed "suspicious" and removed from school property at the owner's expense.** All parking spots will be labeled and student drivers are to only park in the spot assigned to them. Student drivers must follow the same driving rules outlined in this handbook for parents. Students not adhering to school rules, caught driving in a reckless manner, playing loud music, or caught speeding on the roads surrounding the school will have driving privileges revoked. Only Upper School students driving to school should enter the back door of the school. Also, student drivers who park on campus may not have inappropriate stickers, decals, etc. displayed on their car.

DRESS CODE POLICIES

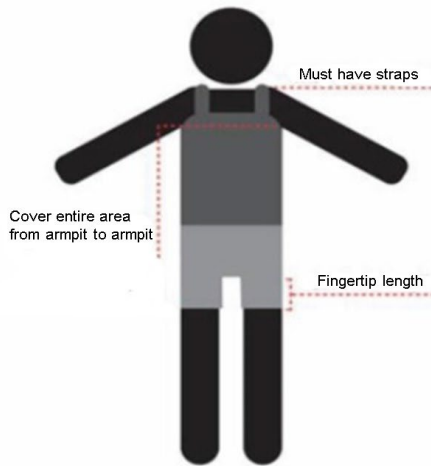
General Dress Code Expectations

All students (Grade CCPS - 12) are expected to dress according to contemporary standards, modesty, and good taste in a way that does not interfere with or distract from the educational process. Appropriate school dress and appearance do not necessarily coincide with current trends and fashions.

We strongly encourage parents to partner with the school in guiding students to make sound and reasonable choices about what to wear to school. Common sense and discretion should dictate a student's choice of school clothes.

Students are expected to respect the faculty member's decision confronting the dress code violation. All parents, faculty, and staff members are expected to adhere to these same standards when on school grounds.

When standing in a normal position, clothing must cover the area from one armpit to the other armpit and down to fingertip length on the upper thighs.



Tops, Blouses, Shirts, and Dresses

- Ladies' tank tops and dresses are only allowed if the strap is at least three fingers wide.
- Spaghetti straps and halter tops are not permitted.
- Boys' shirts must have sleeves. Boys' tank tops or muscle shirts are not permitted.
- Sheer clothing and exposed midsections (front, back, or side) are unacceptable.
- Dresses must be fingertip length. Hemlines and slits above the mid-thigh are not acceptable.

Bottom Garments

- All pants and shorts must fit at the waist. No sagging or low riding will be permitted.
- Shorts and skirts should reach fingertip length or not rise above midhigh (including athletic shorts)
- Any rips above the midhigh are not permitted.
- Leggings should be paired with a top that covers the bottom and should not be tucked in at the front.
- Clothing must cover exposed midsections and undergarments when sitting, standing, or bending.

Shoes

- Students in grade CCPS-5 are not permitted to wear flip-flops or backless sandals.
- Only athletic shoes may be worn on our gym floor. Students need to wear athletic shoes on PE days to be allowed to participate, and repeated offenses could lower their PE grade.
- Shoes must always be worn and safe for the school environment (bedroom shoes or slippers shall not be worn except for school activities approved by the Head of School).

Hats, Hoods, Sunglasses, Hair, Body

- Hair shall be clean and well-groomed. Distracting extremes in color or style are not permitted. Gentlemen are expected to be clean-shaven.
- Gentlemen preferably should not have piercings. If they do, only small earrings (studs) will be allowed. Ladies' earrings should be tasteful and appropriate for the school environment.
- Students should preferably not have other facial piercings. If they do, only small studs are allowed. No hoops or gauges.
- Trench coats, dusters, or full-length overcoats are prohibited in the school building during regular school hours.
- Sunglasses, baseball hats, knit hats, or hoods are prohibited indoors unless part of a school-sanctioned event.

Academic Dress

Every Monday is considered Academic Day for students in grades K4-5th. All students must wear a CA logo embroidered shirt purchased from Lands' End. Options include a 3-button polo, full-button oxford style shirt, sweaters, and dresses under the school uniform section. The tops should be worn with khaki pants, skirts, or shorts. To order clothing, visit www.landsend.com/school and enter school code 900168451. These shirts will also be worn on field trips, SCISA events, and other assigned days.

Assembly Dress

Assembly Dress may be required for special events such as Grandparent's Day, Christmas Assembly, and certain SCISA events. Gentlemen must wear collared shirts with ties, dress pants (no jeans allowed), and dress shoes. No casual shoes are permitted. Ladies must wear a dress, skirt, or dressy pantsuit. Parents and students will be advised when an Assembly Dress is required. Students cannot attend classes or events until they are adequately clothed.

Dress Code Violation Consequences for Early Childhood and Lower School:

- Students found violating the dress code will have a note sent home indicating the violation, and a parent's signature will be required on the note, which should be returned the next school day.
- Depending on the nature of the violation, a parent may be called to bring dress code-appropriate clothing or shoes to change into by 8:30 am.
- Repeated failure to comply with the dress code will result in loss of recess or lunch detention or referral to the division leader or Head of School.

Dress Code Violation Consequences for Middle and Upper School:

- 1st offense - Warning
- 2nd offense - Demerit
- 3rd offense - Referral to the Division Leader or Head of School for further disciplinary action

The student will be asked to change if clothing is offensive or inappropriate. Clothing displaying offensive logos, labels, and phrases or suggestive sex, alcohol, hate, or drugs is strictly off-limits. If needed, parents will be called to bring a change of clothes.

ACADEMIC / GRADING POLICIES

Academic Year

The academic year will be divided into two semesters with each semester containing two quarters of approximately nine weeks each.

Advanced Placement (“AP”) Courses

AP courses may be offered in certain academic areas through CA. To receive credit for any AP class taken at CA, students must take the AP exam associated with such course and pay the exam fee prior to taking the exam.

Class Rank

All courses taken for high school graduation credit are included in the calculation of class rank. The instructional level of each course, the student’s grade for each course, and the total number of courses attempted are included in the computation of class rank. Under the South Carolina Uniform Grading Policy passed by the SC State Board of Education all course grades are based on a state defined grading scale with corresponding grade point values for each numerical grade. In addition, the policy specifies that only courses taught at the Honors, Advanced Placement, and International Baccalaureate levels, and / or dual enrollment in college courses may be awarded additional weighting values to be used in computing grade point averages and class rank. Once a GPA has been computed for all students, all grade point ratios are rank ordered numerically from highest to lowest and each student’s class rank is determined by the position of his/her GPA relative to all other students in a given grade. In instances of equal GPA’s for more than one student, the same class rank is given and the following value in sequence will be omitted.

Course Load

All CA full time Upper School students, except seniors, are required to be enrolled in at least five academic credits each year, and will therefore will likely graduate with more credits than required by SCISA. Since it is common for CA students to graduate with more credits than required for a diploma, CA does not allow early graduation. There are specific rules that apply to course load for athletes. Rules concerning course load for athletes can be found in the CA Athletic Handbook. Please refer to the Upper School Course Guide for complete graduation requirements and course descriptions.

Dual Enrollment Courses for Grades 11-12

Dual enrollment courses may be offered for students in grades 11-12, granting both high school and college credits. In order to maintain our course sequence, CA will only approve the courses taught on our campus for juniors. Exceptions to this policy must be approved in advance by the Head of School. Only second-semester juniors who are actively pursuing an applied degree or certificate through Piedmont Technical College or a similar institution will be allowed to deviate from the established Cambridge course sequence. Seniors may take and are encouraged to take, additional off-campus dual enrollment courses of their choice. The Head of School and Director of Student Services will work closely with seniors to help them select their off-campus dual enrollment courses. CA students in 10th grade

who want to participate in dual enrollment courses must be approved by the Head of School. To be approved, students must have an established record of extraordinary academic performance. In cases of CA's offering of courses similar to those available at other institutions, CA students must take the in-house courses presented at CA, unless permission for other courses is granted by the Head of School. Students are required to pay any fees associated with Dual Enrollment courses directly through the institution hosting the course.

Grading System

CA has adopted the South Carolina Uniform Grading Scale for Grades 6-12. The transcripts will list both the numerical grades and the cumulative S. C. uniform grading policy weighted GPR. Effective with the 2016-2017 school year, CA will move to the ten-point grading scale adopted by the SC State Board of Education. Grades issued prior to the 2016-2017 academic year will not be recalculated and will remain on the previous grading scale.

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

Honor Roll

Middle School and Upper School Honor Roll lists for each quarter are determined by the quarter averages. All grades are weighted and are used to determine Honor Roll and Headmaster's List. Middle School classes that report a grade of pass or fail on report cards will not be used in the numerical grade average. Example: Art, Music, Drama, PE. Although these courses are not used for a numerical calculation, if a student receives a grade of "fail" in a specials class, they will not be eligible for honor roll placement.

- Headmaster's List: Students who maintain at least a 93 average with no individual quarter grade below 85.
- Honor Roll: Students who maintain an overall average of 88 or higher, with no individual quarter grade below 80.

For the purposes of determining Awards Day and Scholar Athlete achievements, the cumulative averages over the first three marking periods of the current school year are used. The exception is dual enrollment courses, where only the end-of-course grade is used.

Homework

CA strongly endorses homework in every grade to reinforce learning activities which occur each day in the classroom. Homework is an integral part of the learning process, and the student who does not do homework is not fully prepared to learn in the classroom the following day. Teachers are encouraged to use a homework grade as part of the overall grading. Students who miss homework assignments for reasons other than sickness or excused absences will be penalized in the grading process. Individual teacher's homework grading policies will be delineated at the beginning of the year for students and for parents.

Incomplete Grades

Incomplete grades may be given at the end of a grading period only with the permission of the Head of School. All incomplete grades must be made up within two weeks of the day the marking period ends. Students in grades 5 – 12 with incomplete grades may become athletically ineligible until the grade is complete.

Report Card Distribution

K3 - K5 will receive a hard copy of Progress Reports and Report Cards. Students in grades 1 – 12 will not receive hardcopy Progress Reports or Report Cards. These online reports will be available on FACTS-SIS to view on the assigned dates. Dates are found on the school calendar. Hard copies of the final report card will be available to parents at the end of the school year and will be placed in the student's permanent record file. In the event of a past-due account with the Business Office, a FACTS-SIS account may be deactivated. School records will not be released to other educational institutions until the financial account is brought up to date.

Retesting

Lower School

We encourage our students to work to the best of their ability and put forth 100% effort on all academic assignments, including class quizzes and tests. We also understand that mastery of the material should be the goal. In an effort to promote good study habits and to encourage mastery, we offer retesting. Listed below are the requirements and stipulations concerning retesting:

First Semester:

- A student can be allowed to retake a test on which they scored below 70, which is a "C."
- Both test grades will be averaged together; however, the final grade cannot be higher than an 85, which is a "B."
- Retakes will include all subjects. Grades 1 and 2 have no cap on the number of retakes. Grades 3, 4, and 5 can only retake any test once.

Second Semester:

- Students in grades 1-4 will be allowed to retake a test on which they scored a 0-59, which is an "F."
- Both test grades will be averaged together; however, the final grade cannot be higher than a 80, which is a "B."
- There can only be two retakes per subject during the Spring.
- The lowest grade acceptable is a 59.

Middle and Upper School

We understand and encourage our students to work to the best of their ability and put forth 100% effort on all academic assignments, including class quizzes and tests. We also realize that our students are still children and should not be expected to have perfect scores on every assignment. However, there are times when a student may fail to demonstrate mastery of

material. To address this concern and to maintain academic standards, listed below are the requirements and stipulations concerning retesting:

1. A student will have the ability to retest one time per semester per class (Semester Exams are excluded).
2. Only grades at or below a 60 are eligible to retest.
3. The highest grade that can be earned will be a 70. If the student scores lower than a 70, the grade will be the higher of the two testing grades.
4. The retest will be equal in length and content as the original test and will be completed during the study hall class to minimize missing another instructional class.
5. Retest should be completed within two weeks of return of original test.

Semester Exams

Students enrolled in high school credit courses, including 8th grade high school credit courses, are given exams at the end of each semester. These exams carry a weight of 20% of the semester grade. Students in grades 9-12 may be given the option of exempting exams. To exempt an exam, the student must have semester average of 93 or higher.

Summer Reading

CA students in grades 1 – 12 are required to complete a summer reading project / assignment. The assignment will be given to the students at the end of the year and can be found on the school website. These assignments are due on the first day of the school year and may be graded.

Salutatorian/Valedictorian Policy

Salutatorian and Valedictorian are both determined by class rank. To receive the honor of being named class valedictorian or salutatorian, a student must have attended their junior and senior years of high school at CA. For seniors who have completed all dual enrollment courses and have exempted CA exams, final grades will be calculated approximately one week prior to graduation. To be considered for salutatorian/valedictorian, all coursework must be completed by this time. If the colleges where dual enrollment student completes a class fail to submit official final grade reports to CA by the above-mentioned deadline, those grades will not be considered in determining Valedictorian or Salutatorian.

GENERAL INFORMATION

Accommodations

The ADA provides the right for all students to receive appropriate educational experiences without discrimination on the basis of handicaps or other recognized disabilities. The legislation also mandates that public and private schools and businesses provide services for these students as long as these services do not present undue financial hardship to the institution. Court cases have included learning differences under the definition of disabilities, specifically including Attention Deficit Disorder (“ADD”) and Attention Deficit Hyperactivity Disorder (“ADHD”). It is the administration’s policy that all students at CA, who have been identified with ADD, ADHD, or any other recognized clinical learning difference, receive appropriate accommodations in academic classes and in assessment activities. Parent requests for accommodations must be provided in writing and include a formal diagnosis. Accommodation plans must be updated each school year. Those accommodations, which all teachers must offer, may include the following: an opportunity to be tested without time restrictions, an opportunity to be tested in a setting with less distraction than the normal classroom, and an opportunity for oral as well as written assessments.

After-School Program for Early Childhood and Lower School

The After-School Program is available for students in K3-5th Grades. Students in Grades 1-5 will go to Homework Lab for up to one hour on Monday – Thursday. Once released from Homework Lab, students will engage in supervised indoor and outdoor activities. Registration forms must be completed prior to participating and will be made available to all parents via email and on the school’s website. All school rules and policies apply during the use of the After-School Program; additional rules may be found on the registration form. Due to an increase in food allergies, students enrolled in the After School Program must bring a water bottle and snack each day. Families with past due balances will not be able to utilize the service until all outstanding balances are paid in full. Parents should make sure their children know the daily plan (going to carline vs. going to afterschool). If you have a last minute change of plans, please notify the front office staff and a message will be given to your child and their teacher.

After-School Program for Middle and Upper School

The After-School Program for Middle and Upper School students will run from 3:15 until 5:30 Monday – Friday. All school rules and policies apply during the use of the After-School Program. Families with past due balances will not be able to utilize the service until all outstanding balances are paid in full.

Allergies

Student allergies should be noted on the Emergency Form that is required to be returned before the first day of school. CA is required to have a physician’s statement on file for any student with life threatening allergies that should include any action to be taken when the student requires medical attention due to an allergic reaction. The physician’s statement is required to be updated on an annual basis.

Alma Mater

Cambridge Academy
School we love so well,
Our hearts are filled with joy and pride,
Our history we tell.
For love of learning our minds will mold,

To gain more knowledge our greatest goal;
We sing then proudly
Our Cambridge Song.

Cambridge Academy,
As the years go by,
We'll know our school stood for the right,
And evil we'll defy.
As citizens of a country free,
May strength of purpose our motto be;
We sing then proudly, Our Cambridge song.

Annual Fund

As with all independent schools, the Annual Fund is essential to support the yearly operation of the school and to deliver opportunities that enable our students to experience an outstanding educational environment. The Annual Fund supplements the total cost of tuition to balance the school's operating budget. Only a portion of the actual cost of educating each student is charged annually in tuition. Contributions to the Annual Fund are tax deductible as a charitable contribution. To more easily obtain grants and gifts from foundations and others, parent and faculty participation is important. Therefore, we ask 100% of parents and faculty to give to the Annual Fund to show commitment to the school and its mission. We also encourage you to ask your employers if they offer a matching gift program. Many companies offer such programs to encourage employees to contribute to charitable organizations. Forms of payment include cash, check, credit/debit card, or bank draft. Contact the Business Office with questions.

Appointments and Office Hours

We encourage parents to confer with faculty and staff so we may better serve their child/children. Visitors, including parents, should have an appointment to enter the school building. Please contact the school or individual faculty or staff member for an appointment. If you need to speak to a teacher during the school day regarding a professional matter, please allow the office personnel to make these arrangements for you or contact the teacher outside of school hours. Appointments are also required for meetings with the Administrative Staff. E-mail is the preferred method to make initial contact with a teacher as direct phone calls and texts interrupt class for everyone present. All faculty/staff email addresses are listed on the school website.

Athletics

An Athletic Handbook outlining the full list of student athletic policies is given to all athletes prior to their athletic participation. A copy of the Athletic Handbook can be requested from the Athletic Director and is found on the school website. There will be a mandatory parent meeting prior to the beginning of each athletic season. If a parent does not attend the mandatory meeting, the student will **not** be allowed to participate in the sport (this is a CA rule, as well as a SCISA rule). As a reminder, participation in CAs athletics program is completely voluntary.

Auction

Traditionally each spring, CA holds an auction as a major school fundraiser. Parents, alumni and members of the community are invited to attend and encouraged to support our school at this exciting annual event. Each class will create a class basket and a piece of art to be auctioned off. Parents should expect to hear from the class grade parent concerning the fees associated with the basket and art project.

Board of Trustees

The Board of Trustees is a group of individuals who volunteer their time in service of CA. The role of the Board is to oversee the entire operation of the school, especially finances, buildings and grounds. The Board is not involved in the daily operation of the school, delegating that role to the Head of School and other designated individuals.

Board members are chosen by a vote of the full membership of the Board. If you or someone you know is interested in serving on the Board, please inform the Board Chair. The dates and times of Trustees meetings are listed in the school calendar. Meetings are open (with pre-approved admission from the Board Chair); however, to be included on the agenda requires advance communication with the Board Chair. If you wish to be included on the agenda, please contact the Board chair prior to the first of the month. Minutes of Board meetings are archived in the administrative office.

Calling Students During the Day

Only emergency or extremely urgent messages will be delivered to students during instructional class time. Students are asked to use the school's phones only when necessary. It is school policy for any parent who has a message or material for a student or who is coming to pick up a student for early dismissal to approach the main entrance and check in with the front office. Classroom interruptions will not be permitted. Students will not be called from the classroom to answer phone calls unless there is an extreme emergency.

Campus Visitors and Volunteers

All visitors to CA must enter the school through the front lobby facing Eastman Street and sign in with the front office personnel. Visitors will be allowed by appointment only, which includes visits by parents. Visitors may be required to have a temperature check and a completed health survey before entering the building. Visitors will be given a Visitor's Badge to be clearly displayed on their upper body allowing them to continue down the hall. A visitor is considered anyone not employed at CA. These requirements are for the safety of all of our children. Upon leaving the building, visitors should sign out and return the Visitors Badge to the front office. All faculty, staff and students are instructed "not to open any other door to anyone, regardless of who they are," under penalty and consequences to that faculty, staff or student. Opening side doors to a secure school can compromise our students' safety. To keep students safe and to adhere to fire code, doors to the school may never be propped open.

All volunteers are subject to a criminal background check completed by the Business Office prior to the initial volunteer session.

CAPTA

CAPTA (Cambridge Academy Parent & Teacher Association) membership is composed of all CA parents and faculty who work directly and in cooperation with the school. CAPTA is a means by which the parents can become more knowledgeable of and involved in school activities. It also provides every parent an opportunity for participation in the decision-making that affects our children. As a member of CAPTA, all parents are encouraged to volunteer at CAPTA sponsored events when available to do so.

Annual events sponsored by CAPTA may include the following:

- Christmas Parade Float
- Consignment/Boutique Sales
- Fall Carnival
- Father/ Daughter Dance
- Mother/Son Night
- Teacher Appreciation Events
- Gift Wrap Fundraiser
- Dads and Donuts
- Moms and Muffins
- School Toolbox Fundraiser
- Pumpkin Auction

Classroom News

Once a week, typically on Thursday, Early Childhood and Lower School students will receive a classroom newsletter from their child's teacher. There will be a link ("Announcements") on FACTS/Gradelink where school wide announcements and important information will be listed. Parents are encouraged to visit the site at least weekly to stay up to date with school happenings. The school calendar is posted on the website.

Cougar Club

The Cambridge Academy Cougar Club was established to help fund the school's athletic programs. Maintaining an outstanding athletic program can be costly, and funds allocated for these programs always needs supplements. Cougar Club memberships, fundraisers, and donations enable the Cougar Club to provide many of the "extras" that are needed in way of supplies, equipment, entry fees, and coaching salaries to our athletic program. Cougar Club money is used equally by all Cambridge Academy athletic programs. With a participation rate of at least 85%, it is clear that providing a quality athletic program is important to our student body. Several membership options are available, and many come with an All Sports pass to be used for free admission to home athletic events. Membership forms can be found in Back to School Student Packets or picked up from the school front office throughout the school year.

Communication from Teachers

Normal written communication about grades and course work occurs regularly through the use of report cards, progress reports, and Grade Link. Please do not hesitate to contact a teacher if you have questions about your child's academic work. Weekly class updates will be sent home with all Early

Childhood and Lower School students. Teachers will respond within 24 hours to a phone or email message. It is CA policy that faculty and staff members limit their use of personal cellular devices during the academic day. It is important that parents do not text or call a teacher (or assistant) via cellular phone during the academic day. All phone calls for a teacher should be directed through the school Front Office.

Community Service

All CA Middle School and Upper School students are required to complete 20 hours of community service each school year and record their hours on the log provided. Each entry must be signed by the supervising adult or parent who can verify the time spent. Students must include at least three different types of service.

CA is a Certifying Organization of the Presidential Volunteer Service Award. Students ages 11 - 15 may receive the PVSA if they complete at least 50 hours of Community Service during the school year and students ages 16 and above may receive the PSVA if they complete at least 100 hours of Community Service during the school year. Additionally, students that are members of National Junior Honor Society ("NJHS") and National Honor Society ("NHS") must submit 2 extra hours of service beyond the 20 hours required by the school.

Custody Documentation

CA adheres to state and federal laws pertaining to child custody. Parents are expected to provide and update all relevant documents concerning custody or visitation of each student enrolled. Students will be released to an individual other than a custodial parent only when express permission is first given to CA by a custodial parent. CA will communicate to the noncustodial parent as long as a court order does not prohibit such. If an event is open to the school community, a noncustodial parent will be allowed to attend unless a court order prohibits such.

Emergency Closing of School

Information regarding the closing of school will be posted onto our web site, via text announcement (see Text Alerts), on our Facebook page (Cambridge Academy Cougars), www.gwdtoday.com, and every attempt to email all parents will be made. Additionally, announcements will be broadcast television Channels 4 and 21. Whenever possible, we will begin on a delayed basis instead of missing an entire day. Please note that our school **will not** always follow Greenwood District 50. All efforts will be to provide E-learning on days missed to inclement weather.

Emergency Form

All students are required to complete and submit an Emergency Form prior to the first day of school. This form will be available on the school's website and will also be emailed to parents. Students will not be allowed to attend classes until the appropriate documentation is on file.

Fellowship of Christian Athletes “FCA”

Cambridge Academy has a FCA huddle (group) governed by the Lakelands Area FCA. Student athletes in grades 5 – 12 are invited to join FCA. The group typically meets every other Wednesday morning before school. The group also hosts several service projects on campus throughout the school year.

Field Trips

Field trip policies may be updated throughout the year as needed.

Field trips are an integral part of our curriculum for they can enrich students' experiences and learning opportunities. Because of these benefits, students are strongly encouraged to participate in class trips unless extenuating circumstances exist. CA believes that these trips help teach valuable lessons, especially in terms of group dynamics and cooperative activities. In the event of extenuating circumstances where a student will not be able to participate in a school-sponsored trip, the school may require an alternative educational experience on campus. Students not wishing to participate in a scheduled field trip should remain home for the school day as the classroom teacher(s) will accompany the class on the trip. Students that remain home instead of participating in a field trip will be marked absent for the day. Please keep in mind that the cost per student is greatly affected by enrollment, accommodations, availability and type of transportation. School rules and regulations apply on all school-sponsored field trips. NOTE: Since field trip costs are based on number of children participating there is no extra money after expenses are paid. If a child must withdraw from the trip at the last minute, money will not be available for a refund or be available for transfer to another school account (i.e. yearbook, lunch, etc.). All field trips sponsored by the school must begin and end at the school regardless of the time or location of the field trip. Due to insurance regulations, siblings not enrolled at CA are not permitted to attend field trips.

Field Trip Transportation

The school generally uses parent volunteers who are pre-approved, the school's bus, or a chartered bus to drive to extra-curricular events, and students are expected to travel from school with the team or the group. During field trips, the use of car seats is mandatory for all students of age, or size, requiring one by law. Students are allowed to travel home from sporting events ONLY with their parents, unless permission has been obtained PRIOR to departure from school to travel with another **adult**. Students may not travel home from an event with another student or with a minor. Students of legal driving age with a driver's license are not allowed to drive themselves or other students to an off campus event.

Field Trip Driver Requirements

Information on the driver and the driver's liability insurance is required for all personal and leased vehicles used to transport students on field trips, athletic events, or other school activities. The Field Trip Driver Form must be completed and returned to the school along with a current copy of your driver's license and declaration of proof of insurance that indicates your amounts of liability coverage. This information must be supplied on an annual basis. Approved drivers may also be subject to criminal background checks.

Field Trip Passenger Expectations

Bus / car trips associated with CA are extensions of our school day. School rules and regulations are in force at all times on all field trips or athletic events when a bus or volunteer driver is being used.

1. The driver and the school sponsors are ultimately in charge of student behavior. Failure to follow their direction could result in losing the privilege of trip participation.
2. All persons must be seated in a forward position when the bus/car is in motion. Students should not be turned around backward on knees. Students must not move from seat to seat while the bus /car is in motion. Students must follow seat belt / car seat laws.
3. Loud noises annoy the driver and pose a threat to the safety of all passengers. Loud noises are not to be tolerated.
4. No objects shall be thrown at any time.
5. No body parts or any other objects shall protrude from the bus / car doors or windows at any time, whether or not the bus / car is in motion.
6. Emergency exits on buses are to be used only in the case of emergencies. At no other time should a student touch or operate any of the emergency exits.
7. Any person defacing or damaging the bus / car will pay for repairs or replacement of damaged area and will lose the privilege of field trip participation.
8. Guests riding the bus / car are the responsibility of the person inviting them and are expected to follow the same rules as CA students.

Fundraising

All fundraising efforts must be approved by the Head of School. During the course of the school year, various fundraisers will take place in order to support various needs of the school.

Listed below are several fundraising initiatives that parents are encouraged to participate in, all of which require no monetary contribution.

AmazonSmile

What is AmazonSmile?

AmazonSmile is a simple and automatic way for you to support CA every time you shop, at no cost to you. When you shop at smile.amazon.com, you'll find the exact same low prices, vast selection and convenient shopping experience as Amazon.com, with the added bonus that Amazon will donate a portion of the purchase price to CA.

How do I shop at AmazonSmile?

To shop at AmazonSmile simply go to smile.amazon.com from the web browser on your computer or mobile device. You may also want to add a bookmark to smile.amazon.com to make it even easier to return and start your shopping at AmazonSmile.

Which products on AmazonSmile are eligible for charitable donations?

Tens of millions of products on AmazonSmile are eligible for donations. You will see eligible products marked "Eligible for AmazonSmile donation" on their product detail pages.

Can I use my existing Amazon.com account on AmazonSmile?

Yes, you use the same account on Amazon.com and AmazonSmile. Your shopping cart, Wish List, wedding or baby registry, and other account settings are also the same.

How do I select a charitable organization to support when shopping on AmazonSmile?

On your first visit to AmazonSmile (smile.amazon.com), you need to select CA to receive donations from eligible purchases before you begin shopping. We will remember your selection, and then every eligible purchase you make at smile.amazon.com will result in a donation.

How much of my purchase does Amazon donate?

The AmazonSmile Foundation will donate 0.5% of the purchase price from your eligible AmazonSmile purchases.

Can I receive a tax deduction for amounts donated from my purchases on AmazonSmile?

Donations are made by the AmazonSmile Foundation and are not tax deductible by you.

Publix Partners

Over the years, Publix Partners has donated more than \$36 million to over 4,600 schools and organizations. Participating is easy. Sign up for a [Publix.com account](#). Log into [your account](#), click Publix Partners and select Cambridge Academy. Then enter your phone number every time you check out. Publix will give a percentage of eligible purchases to Cambridge Academy. Link to create Publix account <http://corporate.publix.com/community/corporate-campaigns/publix-partners>

FACTS

Parents and guardians can track their child's assignment grades as teachers enter them in the FACTS SIS system. Frequent review of a student's FACTS SIS account is the quickest way for parents and guardians to check in real-time their child's current grade in a particular course. For questions on how to use FACTS SIS, please ask your student's division leader.

Grandparent and Special Friend Day

Each November, on the day before Thanksgiving Break the CA student body has historically celebrated grandparents and special adult friends with a breakfast reception, classroom visits, and a special music program. The date of this program is listed on the school calendar. More information will be provided leading up to the date of this event.

Harassment

Because harassment disrupts teaching and learning, it will not be tolerated. Harassment may be verbal or physical on or off school property and via email, phone calls, text messages, and social media sites. We want our school to be free of tensions caused by sexist, religious, racist, peer, or age-based remarks or animosity. Unwelcomed sexual advances or other conduct of a sexual nature are deemed offensive and are equally inappropriate. A CA student or employee who experiences any such harassment should contact the Division Head immediately. The school will investigate any claims of harassment, and appropriate action (including dismissal) will be taken at the conclusion of the investigation. All claims of harassment will be held in confidence and in adherence to the FERPA Law. Harassment is considered to be a federal and a criminal offense.

CA students, their parents, and family members are held to a higher standard of action. In cases where students, parents, or other family members choose to publicly portray CA in a negative way (verbally, written, or through use of social media or other means), harass or bully a member of the CA faculty or staff (which includes verbal and physical harassment on and off of school grounds, and via email, phone calls, text messages, and social media sites or other means), or display inappropriate actions at any CA sponsored event, the student may be dismissed at the full discretion of the Head of School. If at any time a student or that student's parent or family member exhibits behavior, through any medium that indicates that they no longer wish to be part of the CA community, that student may be dismissed at the full discretion of the Head of School. An appeal to a decision made by the Head of School to dismiss a student due to any of the actions stated above should be directed to the Chairman of the Board of Trustees.

Illness and Emergencies

Only well children may attend school. **Do not** allow your child to come to school with any of the following symptoms:

- Fever of 100.4 or greater
- diarrhea
- vomiting
- eye drainage of any type
- signs of head lice
- nasal secretions that are thick and not clear and accompanied by a fever
- cough accompanied with a fever
- symptoms of any contagious rash or illness

Please let your child's teacher know as soon as possible if your child is absent due to a communicable disease. In some cases, the school administration reserves the right to require a doctor's note for return to school.

Parents of children who have a fever, are vomiting, have diarrhea, symptoms of pink eye (including early symptoms), or who the administration feels may have something that would be considered contagious will be called to pick up their child

Parents will be contacted when a student's temperature reads 100.4 or above. If a responsible party cannot be contacted immediately in the event of an accident or injury, emergency medical care may be given, and if necessary, your child will be transported at your expense to the emergency room at Self Regional Healthcare. A Cambridge Academy staff member will accompany the child to the Emergency Room with the child's records and will stay with the child until a guardian arrives.

Students that have been picked up from school or are absent from school, due to any of the symptoms listed above are **required to stay out of school for at least 24 hours** before returning to school. If a student comes to school before the 24 hour period has expired parents will be notified to pick the student up immediately.

A student may return to school after illnesses when:

- Fever-free for 24 hours (without medication)
- Antibiotic has been given for 24 hours

- No diarrhea or vomiting for 24 hours
- 24 hours after treatment for head lice

The staff will administer minor first aid to students when necessary. All faculty and staff members receive training in Blood Borne Pathogen safety, and a faculty or staff member that is certified in CPR is on campus at all times. Several staff members are also American Red Cross and or American Heart Association trained and certified who will administer first aid in situations requiring more advanced first aid knowledge.

The front office staff or other authorized person(s) may assist a student in taking medication from home, provided a **Student Medication Authorization Form** has been signed and submitted to the front office staff with the required medication. All medication must be sent in its original pharmacy-labeled container. Non-prescription medicine must follow the same procedure and have a signed and completed **Student Medication Authorization Form** on file. Students are not allowed to store medications in their lockers or book bags. All medicine must be stored in the front office.

Immunization Policy

State law requires the school to have a current South Carolina Certificate of Immunization on all students. These records and an Emergency Form must be on file in order to start school. Students not in compliance with the above State law will not be allowed to attend classes until the appropriate documentation is on file. It is the responsibility of the parent to consult with their child's physician during the summer months to ensure that the child's immunizations are up to date.

Insurance Coverage

The following delineates CA's insurance procedures in the event an accident occurs on campus or during a school activity:

1. Parents who transport students to or from school functions: in the event of an accident, the insurance provided by the school is secondary, or in excess, to the parents' insurance on the vehicle involved in the accident. Your personal insurance is always the primary coverage. If you drive often for school events, you may want to discuss this with your insurance agent to make sure both of you are comfortable with the limits on your policy.
2. Accidents during school functions and on campus: Should your child be involved in an accident, please file on your personal insurance policy as you normally would. Obtain from your insurance policy the following:
 - a. Itemized billings for all charges filed on your insurance, and
 - b. EOB's (explanation of benefits) for all charges filed on your insurance.

If your personal insurance company does not cover the full amount, then bring the two items to the Business Office, and we will file the excess on CA's insurance policy for payment to you. Questions should be directed to the Business Office.

Lice Policy

Lice are not an uncommon occurrence in school settings. Any child with lice must stay home until the situation is remedied and should not return to school for 24 hours after any at-home or doctor's treatment. This is considered an excused absence, and the school will work cooperatively with the family to see that all work is made up and that the transition back to school is a smooth one.

Lockers (Middle and Upper School)

All middle and upper school students will be provided with a locker. The school is not responsible for the loss, damage, or theft of any electronic devices brought on campus. The use of a lock is optional and is simply a preventative measure that students can take towards the protection of their valuables. The school retains the right to search student lockers at anytime.

Students choosing to place a lock on their locker must follow these guidelines:

- A lock may be placed on only 1 (one) of a student's assigned lockers.
- The combination of the lock, or an extra key to the lock, must be given to the Middle School or Upper School Division Leader to be stored in a safe location.
- Lockers that have a lock on them are still subject to inspection by school administration.

Lunch

We will begin serving lunch on Monday, August 19th. Lunch will be catered by local restaurants. Weekly menus will be emailed out on Mondays with orders and payments due by Thursday afternoons for the following week. More detailed information to be provided.

Parents are allowed to drop off lunch for their child. However, deliveries through DoorDash or other food delivery services are prohibited.

Elementary and preschool parents should not send candy or soft drinks in children's lunches or send them for snacks.

All food related allergies should be noted on the student's Emergency Form that will be kept on file in the school Front Office.

National Honor Society ("NHS")

Cambridge Academy is proud to host a chapter of the National Honor Society. Entrance into NHS is based not solely on grades, but also on leadership, service, and character traits. Students who qualify will be asked to complete an application. A faculty council of at least four members will be appointed to approve candidates. Notification will be given to students of acceptance and an induction ceremony will be held. Violations of the school Honor Policy may result in dismissal from the NHS.

Parking

If parents must visit the school during the school day, please park in the faculty parking lot near the playground. NO ONE SHOULD EVER PARK BETWEEN THE "NO PARKING" SIGNS on the school side of the street directly in front of the school. This area must remain clear to insure safety for the various dismissals and in the event of an emergency. Please do not block our neighbors' mailboxes or driveways, or fire hydrants. During major school events we encourage parents to park on Oakwood Drive. At all times, we encourage parents to be courteous of our neighbors. CA has two handicap designated parking spots. One is in the front of the school, clearly visible, and the second is located in the parking lot beside the playground. The Administrative staff requests that all parents and visitors respectfully leave these spots open for those that require easy access to the building.

Parties and Social Activities

Parties, dances, and social activities sponsored by the school are supervised by teachers who follow the guidelines adopted by the school for such occasions. The school does not sponsor parties held off the school grounds, unless authorized by the Head of School.

Preschool Tracking and Supervision

The preschool staff will utilize procedures in conformity with DSS guidelines to account for each preschool student's presence as they enter or exit the premises, enter or exit a vehicle, or move to a new location in or around the school.

Phones, Personal Computers, and Electronic Devices

1. Lower School Students may be permitted to use portable computers, iPads, and other E-readers in classrooms and in the library as deemed acceptable by the classroom teacher. Students in grades 1 – 4 are not permitted to bring phones, iPods, smart watches, electronic games, or any future combination of communication technology that can interfere with the classroom routine or the learning of others, unless a special “technology” day is designated by the teacher. Students in grade 5 are allowed to have phones on school grounds due to their after-school participation in our athletic programs. 5th grade students bringing phones to school will turn their phones in to their homeroom teacher. Parents should assist with the enforcement of these policies by not communicating with students via text message during the school day. It is deemed to be a distraction to the student and the teacher. The school is not responsible for the loss, damage, theft, or data charges of any electronic devices brought on campus.
2. Middle School Students will be required to turn in cell phones and other electronic devices (including smart watches, etc.) upon arrival to school. Teachers may permit students to use these devices for specific classroom activities. Middle School students who use or attempt to use text messaging, access/post to social media sites (i.e. Facebook, Instagram, Snapchat, etc.) make phone calls, play video games or take pictures during school hours will be subject to disciplinary action, including but not limited to having the phone confiscated and returned only to a parent, losing all phone privileges, and out of school suspension depending on the nature of the violation. Under no circumstances should pictures be taken in the locker rooms or restrooms. Parents should assist with the enforcement of these policies by not communicating with students via text message during the school day. It is deemed to be a distraction to the student and the teacher. The school is not responsible for the loss, damage, theft, or data charges of any electronic devices brought on campus.
3. Upper School Students may be permitted to use phones, portable computers, iPads, and other E-readers in classrooms and in the library as deemed acceptable by the classroom teacher. Phones may be accessed during break, lunch, or Study Hall and may be used only in the Upper School wing/classrooms. If phones or smart watches are used during classes when not permitted by the teacher, the student will be required to turn their phone in to the teacher and they may retrieve it at the end of the day. The second time this occurs, the phone will be turned into the head of school and must be picked up by the parent. Upper School students may not post to social media sites during the school day. Students who post to social media sites during the school day will be subject to disciplinary action, including but not limited to having the phone confiscated

and returned only to a parent, losing all phone privileges, and out-of-school suspension, depending on the nature of the violation. Under no circumstances should pictures be taken in the locker rooms or restrooms. The school is not responsible for the loss, damage, theft, or data charges of any electronic devices brought on campus.

4. Use of electronic devices and phones on field trips will be at the discretion of the Field Trip leader and Division Head.
5. Parents should not use cell phones in a moving carpool line.

Photo/Video Permission

During the course of the school year, candid photographs, video, and/or voice recordings may be made of your child and used for marketing purposes, including but not limited to school publications, the website, Facebook, Instagram, news releases, advertising, brochures, videos, etc. By enrolling your child at CA, the parent or guardian agrees to permit the school to use these images and recordings in such materials, unless the parent or guardian provides a written statement to the Head of School that such permission is denied. A spot for this is on the Emergency Form. CA is not held liable for the misuse of student images/recordings by third parties.

Public Displays of Affection (“PDA”)

In order to maintain a safe, pleasant, and wholesome environment for all students and staff, public displays of affection (PDA) will not be allowed on school property, at school sponsored events, or during travel to school sponsored events. Public displays of affection include but are not limited to hand holding, kissing, hugging, etc.

SCISA Competitions

Throughout the school year The South Carolina Independent School Association hosts various competitions for our students to participate in. These include the Spelling Bee, Science Fair, Music Festival and Drama Festival to name a few. Students in grades 1 – 5 must wear Academic Dress to these events (refer to Dress Code). Students in grades 6 – 12 should wear Assembly Dress to these events (refer to Dress Code). Students arriving to school in improper dress will not be transported to the event and a parent will be called to pick up the student from school. SCISA prohibits the wearing of shorts and tennis shoes at all SCISA events. Students arriving to these events wearing shorts or tennis shoes will not be allowed to participate.

Senior Privileges

Seniors may have permission to arrive late or leave early when free periods fall at the beginning or end of the school day provided the student is in good academic standing. Seniors must sign in and out of the Office of Student Affairs when arriving late or leaving early.

Smoking, Vaping, Drinking, and Drugs

CA is a tobacco/smoke/vape-free campus. All use of tobacco and all smoking and vaping is prohibited amongst the entire footprint of the campus. Consumption of alcoholic beverages and use of drugs is strictly prohibited.

Spring Play/Musical

The CA Related Arts Department sponsors a school play each spring. This play is typically held at the Greenwood Community Theater and has become a popular event in the school and Greenwood community. As part of their class participation in related arts classes and electives, all students in grades 6-12 will be allowed to participate in the play in some aspect. Refer to the school calendar for the date of the play.

Student Government Association (“SGA”)

CA holds both a Middle School and Upper School Student Government Association. Officers elected by vote of the Middle and Upper School student body are President, Vice President, Secretary, Treasurer, Historian and Class Representatives. Elections will be announced in advance and campaign speeches will be presented prior to elections. Students wishing to run for office must complete and submit the appropriate intent form to the SGA sponsor by the date requested. Once elected, officers must attend regular meetings, are held to a set of SGA standards, and must remain in good academic standing throughout their term.

The student elected as Upper School President will also serve as the Student Representative to the Board of Trustees. Middle and Upper School students should submit in writing any information that they wish presented to the Board of Trustees to the Upper School SGA President 24 hours in advance of the stated BOT meeting dates found on the school calendar. The Upper School SGA President will present only items given 24 hours in advance and recognizes that they are speaking on behalf of the entire student body and will not use this platform to promote their own personal agenda.

Technology, Student Email, G-Suite for Education, and Computer Use

Cambridge Academy uses G-Suite for Education. This innovative tool will promote the intention of extending education into a digitally connected world.

G-Suite for Education includes free, web-based programs like document creation tools, shared calendars, and collaboration tools. This service is available through an agreement between Google and Cambridge Academy. Your child’s teachers may use G-Suite for Education for lessons, assignments, distance learning and communication. G-Suite for Education is available anywhere with Internet access. School staff will monitor student use of G-Suite for Education when students are at school. Parents are responsible for monitoring their child’s use of G-Suite for Education outside of school. Students are responsible for their own behavior at all times. [Click here to learn more about G-Suite for Education.](#)

Technology Acceptable Use Policy (“TAUP”)

The Technology Acceptable Use Policy (“TAUP”) provides guidelines for users on the ethical use of telecommunication technologies and G-Suite for Education at Cambridge Academy. It applies to all

computer network, internet, video, email, and telephone users. The use of telecommunication resources at Cambridge Academy is a privilege, not a right. Consequences for misuse of technologies may include restriction or loss of one's privileges and/or disciplinary action. State and Federal laws also apply to certain activities involving telecommunication technologies. Questions should be directed to Patti McGehee, Director of Technology.

- Users are not permitted to share passwords, allow others to use their accounts, use or tamper with the account of someone else, or represent themselves as another.
- Users are not to make attempts to bypass security systems or network procedures and/or gain access to files of another user or to information to which they have no rights.
- Activities which degrade system performance and/or hamper the experience of others are not permitted. These include, but are not limited to, excessive downloads or print, real-time music and non-academic Internet gaming.
- Copyrights are not to be violated. Materials obtained on the network and used in academic work are to be properly documented.
- Cambridge Academy rules and disciplinary procedures regarding behavior such as bullying and plagiarism apply to network users. Users of school IT resources (network and cloud) are representatives of the school and are expected to behave accordingly. They are not to access objectionable Internet material (pornographic material, vulgarity, gambling, militant extremism, etc.).
- Students are not allowed to post to social media sites during the school day.
- Email is to be used for school-related communication only.
- Do not send harassing, offensive, spam, or other malicious email messages or content.
- Do not send or read email at inappropriate times, such as during class instruction.
- Do not send email to share test answers or promote cheating in any way.

Testing

Lower and Middle School: By arrangement with the South Carolina Independent Schools Association, CA administers standardized testing each spring. Students in the Lower School and Middle School are administered the CogAt (Grades 1, 3, 5) and the Iowa Assessment (Grades K5 - 8). A student who is absent from one or more sections of the test because of illness will have the opportunity to make up those sections of the test at a time mutually convenient to the teacher and the child. A student who misses the test because of a family trip or other event besides illness will not be tested.

PSAT: All 8th and 11th grade students take the PSAT annually on the national testing date set by the College Board.

SAT: The SAT will be offered one time per school year on a date that is set by College Board. Fees associated with this test are to be paid by the student prior to the test date.

ACT: The ACT will be offered one time per school year on a date that is set by the American College Testing Program. Fees associated with this test are to be paid by the student prior to the test date.

Text Alerts

CA parents are encouraged to sign up for Remind101 text alerts. To sign up for text alerts, text @8c392c to 81010. Text alerts will be used to alert parents of school closings and important reminders about major school events.

Toys, Money, and Valuables

Students are not to bring toys, games, cameras, or stuffed animals without permission from teachers. Toy guns, knives, or weapons (simulated or real) are not allowed at school. If these items are brought to school they will be taken to the front office where only a parent or guardian will be allowed to retrieve them.

Personal property of significant value, such as musical instruments and laptops, are brought to school at the owner's risk and are not covered under the school's insurance policy. It is strongly recommended that such items not be left at school for an extended time.

Transcript Requests

In the event a transcript is needed for a current or former student, please allow five (5) school days for the request to be fulfilled. Additionally, all financial accounts for the student must be current.



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Policies & Essential Information for Students and Parents Acknowledgement Form

Parents are required to sign the statement below verifying that they have read and discussed the 2024-2025 Policies & Essential Information with their child. This document can be found on the school website on the School Forms page under the Student Life and Community tab.

This is to verify that I have read and discussed with my child the Cambridge Academy 2024-2025 Policies & Essential Information for Students and Parents.

Student's Name (print)

Teacher's Name & Grade

Student's Signature

Name of Parent/Guardian (print)

Signature of Parent/Guardian

Date