



**CAMBRIDGE**  
ACADEMY

**2016-2017**

**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 the Southern Association of Colleges and Schools Council on Accreditation and School Improvement (“SACS CASI AdvancED”).*

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](http://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.

***Philosophy 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.*

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## **HONOR SYSTEM**

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.*

A community can live together only where the basic tenets of honor are the foundation of the community. These principles are instilled in our students beginning in Cougar Cubby Playschool (“CCPS”). The purpose of the Honor Code is to create an atmosphere of trust, honesty, and integrity with mutual respect among administration, faculty, and students entering CA. Every student acknowledges an understanding and the willingness to support the honor system. Students should understand the seriousness of Honor Code infractions. These include, but are not limited to, all forms of lying, cheating, stealing, plagiarism, vandalism, misrepresentation, insubordination, bullying and hazing. It must be noted that any of these major infractions may lead to immediate suspension or expulsion at the discretion of the Head of School.

- **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.

Beginning in Grade 1, each student shall use the honor pledge for all exams, assessments, major papers, regular tests, make-up work, and other work as teachers indicate. The student may simply state, “I pledge” and sign, thereby indicating, “I have neither given nor received assistance on this assignment.”

## **Handling Honor Infractions**

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

## **FUNDAMENTAL PRINCIPLES**

CA acts on the assumption that its students enter with a serious purpose, and with the belief that their own conscience and good sense are a sufficient guide to behavior. The discipline at the school is not adapted to students who require severe restrictions. Its government is one of principles rather than of rules, regulations, and penalties. The purpose of the faculty and the administration is to lead students to cultivate a deep sense of personal responsibility for their own conduct and achievement, 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 individual to do as one pleases regardless of the effect of one's 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.
3. Be at the right place at the right time doing the right things.
4. No student has the right to 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. Consumption of gum, candy, food, and drinks is not allowed in any classroom area unless it is part of a school-sponsored event or a classroom-wide snack. Food and drinks may be consumed in the break area, in the cafeteria, or outside the school building.
3. No hats are to be worn inside at any time. Hats are only to be worn outside of the school building during the class day.
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.

In all situations, including academics, discipline, or general concerns about your child, please use the following chain of command:

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

### **Major Offenses**

Students guilty of any of the following offenses may be dismissed from CA:

1. Hazing or bullying. This includes cyber bullying (including use of text messaging and social media), physical bullying, mental bullying, and verbal bullying. Cyber bullying includes cyber acts done during non-school hours and/or off of school grounds.
2. Dishonest acts of any kind;
3. Possession, distribution, or use of alcoholic beverages on school property or during school functions;
4. Possession, distribution, or use of non-prescription drugs or paraphernalia;
5. Willful destruction of school property or the property of others;
6. Possession of weapons or firearms, ammunition, or explosive devices of any kind;
7. Possession, distribution, or use of tobacco products on school property or at a school function;
8. Leaving school without permission or entering the school after hours without permission;
9. Disrespect or insubordination to faculty, administration, or disrespect to other students;
10. Unexcused absences, skipping school or skipping classes.

This list is intended to be descriptive, but is not exclusive. The administration reserves the right to dismiss a student at any time when it feels that his/her conduct is detrimental to the CA community.

*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 contribute to the overall disciplinary policies by dealing with 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 disciplinary process of the school.

Normal disciplinary actions include the following:

1. Personal detention or other discipline assignment to be served at the individual teacher or administration's discretion.
2. Weekday detention assigned by the Division Head along with a project of service to the CA community.
3. Saturday work projects assigned in response to chronic disciplinary problems, or if the administration feels that such assignment will benefit the individual student.
4. In school suspension assigned by the Head of School for a major offense or chronic behavior difficulties. Students will be given academic assignments to be completed during the suspension period. There will be no grade penalty for in school suspension assuming that all assignments are completed.
5. Out of school suspension assigned by the Head of School for chronic behavior difficulties or for a major offense that has not resulted in dismissal. *Each day of suspension results in a grade penalty of one point per day on the marking period grades for all classes.* Makeup work is the sole responsibility of the student.
6. Expulsion and the decision to expel a student rests solely with the Head of School. This decision is reached when, in his/her opinion, continued enrollment of that student is detrimental to the overall CA community and the aims and mission of the school. Board policy also currently prohibits accepting a student who has been expelled from a school.

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. All school personnel are bound by confidentiality statutes as they relate to the FERPA stated statute.

## **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 8:00am. For Middle and Upper School students, attendance is also taken at the beginning of each class period.

#### **I. AUTHORIZED ABSENCES:**

- A. **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).

- a. **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.
  - b. **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** – are absences which 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 Approved Absence Form at least one (1) week in advance. If the request is approved, a written work agreement detailing all required assignments and make-up procedures must be completed with each teacher. 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. Students must attend at least half of the school day in order to have credit for being present for the day. *This does not apply to the Perfect Attendance Policy.*

**II. UNAUTHORIZED/UNEXCUSED ABSENCES:**

- A. Skipping class, or part of, or an entire 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, which necessitates homebound instruction.

**IV. HOMEBOUND POLICY:**

A student with a prolonged medical issue which 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.

## Tardy Policy

Tardiness to school affects the student's ability to start the day on a positive note and causes disruption to other students and teachers. 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. Excessive morning tardiness, excused or unexcused, will necessitate a call to parents for cooperation in remedying the situation. **All students who arrive at school after 8:00am will require a parent/guardian to come inside to the front office to sign their child in and receive a tardy slip before reporting to class.**

**All students are marked Tardy at 8:00am in the classroom.**

**\*Students should be dropped off in car line in ample time to be seated in their classrooms by 8:00am.**

## Perfect Attendance Policy

In order to be eligible to receive the Perfect Attendance Award, a student must have no absences, no tardies, no early dismissals, and may not have left campus at any time during the school day for non-school related reasons. Essentially, a recipient of the Perfect Attendance Award will have been on campus, or involved in an off campus school activity, at all times that school was in session. Parents have the right to dismiss a student early; however, this will affect their Perfect Attendance, no matter the reason.

## **ARRIVAL AND DISMISSAL POLICIES**

### Morning Arrival

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

**K3-5<sup>th</sup> Grade:** All students should use the car line for arrival. **Parents should not walk the student to the classroom.** 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. 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. The posted speed limit on all roads surrounding the school is 20 mph and must be followed for the safety of our students. You may 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.**

**Early Arrival for Early Childhood and Lower School begins at 7:30am**

- Early Childhood and Lower School Morning Carpool is from 7:30am until 7:50am. A teacher(s) will be on duty outside in the front of school to assist Early Childhood and Lower School students from 7:30am until 7:50am. Since all teachers must be in their classrooms at 7:50, there will be no one outside to assist students after 7:50. **\*All students are marked tardy at 8:00am in their classrooms; therefore they should be dropped off in car line in ample time to be seated in their classrooms by 8:00am.**
- A teacher(s) is on duty in the cafeteria at 7:30am to supervise Early Childhood and Lower School early arrivals.
- Early Childhood and Lower School Students who attend early morning care should sit at their assigned table and converse quietly or read until 7:50am when all students are dismissed by grade level to classrooms.
- Parents should avoid dropping in to talk to teachers in the mornings, as this disrupts the entire class.

**6<sup>th</sup>-12<sup>th</sup> Grade:** Drop off for Middle and Upper School students is at the school entrance on Oakwood St. The posted speed limit on all roads surrounding the school is 20 mph and must be followed for the safety of our students. Parents are to form a moving car line on Oakwood with the passenger side of the car facing the school. Students should not exit the car in a manner that would require them to cross the street. **Do not pull into the gated teacher parking lot during morning drop off time.** Student drivers will park in the back gated parking lot or lower gravel lot and will be instructed at orientation where their assigned parking space is located.

Middle and Upper School students may arrive at school as early as 7:30am. **Since students are marked tardy at 8:00am in their classrooms, they should be dropped off in car line in ample time to be seated in their classrooms by 8:00am.** Middle School students must go directly to the MS hallway or the Cougar Den upon arrival at school to be supervised by a teacher on duty. Upper School students must go directly to the Upper School hallway or the Upper School Cougar Den upon arrival. Middle and Upper School students need to be seated in their homeroom class at 8:00am. Attendance will be taken in homeroom. Parents should avoid dropping in to talk to teachers in the mornings, as this disrupts the entire class.

### **Afternoon Dismissal**

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

CCPS: Parents of CCPS students should park in the teacher parking lot near the playground and walk in to pick up your child by 12:00pm.

K3 and K4 Half Day Students: K3 and K4 half day students are to be picked up at the Oakwood Street entrance. 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.

**K3 and K4 All Day and K5 – 5<sup>th</sup> Grade Students are dismissed at 2:45 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). If you must park and enter the school building during afternoon car line times please park in the faculty parking lot near the playground. 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.**

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 further up the road towards the stop sign at Oakwood Drive to wait for your child.

**For your safety, our safety, and especially for all of our children's safety:**

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, 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 – 5. 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.**

**6<sup>th</sup>-12<sup>th</sup> Grade Students are Dismissed at 3:06 p.m.** Pick up is at the Middle School entrance to the school on Oakwood Drive. Approach the school entrance from Madison and Eastman Streets and pick up on the passenger side of the car. This is NOT a moving carline. 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** pull into the gated teacher parking lot. Do not park in the church parking lot and have your child walk across the street to your car.

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 Front Office to contact parents. The school Front Office closes at 3:30pm and there is no After School Program offered for Middle and Upper School students. 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 wait unattended in the front lobby, unattended outside of the school, or wait while watching another team's practice. 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 then return at the scheduled practice time.

**Early Dismissal** is at 11:30 a.m. (refer to the calendar for Early Dismissal days). CCPS, K3, and K4 students will be dismissed at 11:15 on Early Dismissal days. All regular car line procedures will be followed on early dismissal days. After School care on Early Dismissal days varies and will be announced prior to each Early Dismissal day.

### **Students Leaving Campus Early – All Grades**

Any student leaving campus prior to regular dismissal time **MUST** be dismissed from the front office. A parent **MUST** come in to the front office and sign the student out. Do **not** call the front office and ask to have your child(ren) sent out to your car or to wait outside.

### **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 Head of their intent to park on campus during the school day by completing the Student Driver Intent Form. Student drivers are to park in the parking lot assigned to them at orientation. 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, or caught speeding on the roads surrounding the school will have driving privileges revoked.

For the current school year only students in grade 12 are allowed to leave campus for lunch. The appropriate form for leaving campus for lunch must be completed and returned to the Upper School Head. Students must sign themselves out and in in the front office – **NO EXCEPTIONS!**

## **DRESS CODE POLICIES**

### **Dress Code**

All students (Grades CCPS-12) are expected to dress according to contemporary standards, modesty, good taste, and in a way that does not interfere with or distract from the educational process. Promoting and following the dress code is a joint responsibility of students, parents and members of the school staff and administration. Students who are not in compliance with the dress code will be sent home at the discretion of the Division Head / Head of School, or the parents may be required to bring appropriate clothes to school so the student may enter the classroom appropriately attired. Members of the administration may determine that additional clothing will be added to this list, dependent upon changes in styles and/or student dress. Furthermore, individual decisions on the appropriateness of

dress are the responsibility of the administration of the school and will occur as needed. \* **All parents, faculty, and staff members are expected to adhere to these same standards when on school grounds.**

The following are NOT permitted during the school day for males and females in all grades:

1. Baggy pants, torn, dirty or ragged clothing of any kind.
2. Clothing with slogans that advertise, promote or imply drugs, sex, alcohol, or tobacco, or make a racial or religious slur/epithet.
3. Students in Grades CCPS - 5 must wear regular shoes for safety on the playground. Only sandals with back straps are permitted. No flip-flops are to be worn in school by Early Childhood or Lower School students. Middle School and Upper School students are allowed to wear flip flops. Tennis shoes are required of all students for participation in P.E. classes. Parents will be called to bring proper footwear for students that are violation of footwear rules. Failure to wear tennis shoes for P. E. class could result in lowering of P. E. grade.
4. Hats in the building, unless part of a school-sanctioned event.
5. Halter-tops, spaghetti straps, shirts that show midriffs or cleavage, strapless shirts, or strapless dresses.
6. Gentlemen are not to wear earrings.
7. Students may not display facial or body piercings or tattoos.
8. Ladies and gentlemen are required to maintain hairstyles deemed appropriate by the school administration. Mohawks, colored hair, and other hairstyles that could be deemed distracting to the academic day, are not acceptable.
9. Shorts with less than a 5" inseam are prohibited. Skirts may be no shorter than 5" above the knee (measured from the back of the knee).
10. All students are expected to wear their pants, shorts or slacks at the appropriate position on the waistline.
11. See-through garments are not allowed and at no time should undergarments be visible. All clothing must properly fit the person.
12. Individual students may be asked to shave, to get haircuts; to restyle or to recolor hair.
13. Unless notified otherwise by administration, every Monday is considered to be Academic Day, whereby all students are to wear a CA logo embroidered shirt purchased from Lands End. Options include: 3 button polo in navy or white (short sleeved or long sleeved), full button oxford style shirt in white (short sleeved or long sleeved), any of the sweaters in navy or white (pull over, vest, zip, button) under the school uniform section. These shirts are worn on every Monday and on other days designated throughout the school year with any dress code appropriate bottom. Order at [landsend.com/school](http://landsend.com/school). Once on the site, you will need to "find" Cambridge Academy and create (or sign into) your account. There you will find the appropriate shirt and many other CA logo items available for purchase. Thursdays will be considered Cambridge shirt day. Any Cambridge Academy t-shirt, hoodie, or academic dress shirt may be worn, along with dress code approved bottoms. If a student chooses not to wear a Cambridge shirt on Thursdays, the normal dress code must be followed.

#### **Students in Grades K3-5:**

Students in grades K3 – 5 should dress in a way that does not interfere with or distract from the educational process and adheres to the rules listed above. Parents are asked to be mindful that students in Early Childhood classes have more time for play and hands on learning activities which could result in spills and stains on clothing. As a general rule, athletic attire should only be worn on PE days. **Students in grades K3-5 are not permitted to wear flip flops or backless sandals.** Only athletic shoes may be

worn on our gym floor. Students not wearing athletic shoes on PE days will not be allowed to participate and repeated offenses could result in the lowering of their PE grade. **Beginning with the third quarter, 5<sup>th</sup> grade students are to begin following the middle school dress code.**

#### **Students in Grades 6-12:**

1. Girls are to wear blouses/shirts which fully cover the waistline with arms raised overhead and while sitting.
2. Girls are not to wear leggings as a substitute for pants. When wearing “leggings/jeggings” or tight fitting “skinny jeans”, a long shirt must be worn that has a shirt hem no shorter than 3 inches below the student’s backside.
3. Dresses or tops that are strapless or have spaghetti straps can only be worn if a sweater or shrug is worn over it. The sweater or shrug must remain on at all times during the school day. Exceptions to this rule may be made by administration for certain Assembly Dress days, or special occasions.
4. Shorts with less than a 5” inseam are prohibited. Skirts may be no shorter than 5” above the knee (measured from the back of the knee).
5. When wearing shorts that have wide legs, are loose fitting, and more closely resemble a skirt (“skort”), the rules of skirt length apply.
6. Denim shorts must have a hemmed or rolled edge. No cut offs or frayed edges are allowed.
7. Boys are to wear shirts tucked in. Shirts too short to be tucked in may not be worn. Pants and shorts that have belt loops are preferred and must be worn with a belt.
8. Boys will be clean shaven.
9. Boys in Grades 6-12 are to wear collared shirts, or non-collared shirts that are either plain (no logos, graphics, or slogans), be neat in appearance, and must be tucked in and must be worn with a belt.
10. For both boys and girls, athletic attire and t-shirts are not appropriate on a normal dress code day. Additionally, pants should not be overly tight. If pants are “ultra skinny jeans” or have more of an appearance of “leggings”, a long shirt must be worn.
11. Only Middle School and Upper School students are allowed to wear flip flops.
12. “Hoodies” (hooded sweatshirts) should not be used as a replacement for coats or jackets and should not be worn on a regular school day. Only jackets that unzip, unbutton, or unsnap, to reveal the dress code appropriate clothing underneath should be worn.
13. Unless notified otherwise by administration, every Monday is considered to be Academic Day, whereby all students are to wear a CA logo embroidered shirt purchased from Lands End. Options include: 3 button polo in navy or white (short sleeved or long sleeved), full button oxford style shirt in white (short sleeved or long sleeved), any of the sweaters in navy or white (pull over, vest, zip, button) under the school uniform section. These shirts are worn on every Monday and on other days designated throughout the school year with any dress code appropriate bottom. Order at [landsend.com/school](http://landsend.com/school). Once on the site, you will need to “find” Cambridge Academy and create (or sign into) your account. There you will find the appropriate shirt and many other CA logo items available for purchase. Thursdays will be considered Cambridge shirt day. Any Cambridge Academy t-shirt, hoodie, or academic dress shirt may be worn, along with dress code approved bottoms. If a student chooses not to wear a Cambridge shirt on Thursdays, the normal dress code must be followed. Fridays will be considered casual day. On casual Fridays, t-shirts, hoodies, and athletic attire may be worn. Boys are not required to tuck their shirts in on casual Thursdays or Fridays. The rules concerning short and skirt length will still apply to casual Thursdays and Fridays. Rules concerning halter-tops, spaghetti straps, shirts that show midriffs or cleavage, strapless shirts, or strapless dresses will still apply to casual

Fridays. Failure by students to adhere to casual Friday rules will result in loss of casual Friday privileges.

Listed below is a high level guideline for the Middle and Upper School dress code for each day of the week:

Monday – Lands End approved shirt must be worn with dress code approved bottoms.

Tuesday – Normal dress code.

Wednesday – Normal dress code.

Thursday – Cambridge Academy shirt day, along with dress code approved bottoms.

Friday – Casual day.

### **Dress Code Violation Consequences for Early Childhood and Lower School**

- Students found in violation of the dress code will have a note sent home indicating the violation, and a parent's signature will be required on the note and 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 in to by 8:30am.
- Failure to comply with dress code will result in loss of recess or lunch detention.

### **Dress Code Violation Consequences for Middle and Upper School**

- Students will first be required to call parents to bring dress code appropriate clothing to change in to by 8:30am. If a change of clothes is not brought to the school by 8:30am the student will be given clothing provided by the school to use for the day.
- Offenses 1 – 3 will receive lunch detention.
- After the 3<sup>rd</sup> offense Saturday work detention will be assigned for each reoccurring offense.

### **Assembly Dress**

Several days are designated as Assembly Dress days. Gentleman must wear collared shirts and ties, dress pants (no jeans allowed) with a belt, and dress shoes. **No casual shoes permitted.** Ladies must wear a dress, skirt or dressy pantsuit. Assembly Dress may be required for other special events as well such as Grandparent's Day and Christmas Assembly. Parents and students will be advised when Assembly Dress is required. Students who fail to comply with Assembly Dress requirements **will not** be allowed to attend classes or events until properly clothed.

For certain events or trips, administration may suggest a **Modified Assembly Dress** in which boys would not be required to wear ties. Advanced communication will be given in regards to ties prior to an event.

### **Academic Dress**

The purpose of wearing Academic Dress is to promote school spirit, unity among the student body and to begin each week by focusing on academics without distraction. All students in grades K4 – 12 should purchase a CA logo shirt from Lands End. Students in grades K4 – 5 will wear the academic dress shirt with khaki pants, skirts, or shorts of their choice each Monday. Students in grades 6 - 12 may wear any dress code appropriate bottoms with the shirt. These shirts will also be worn on field trips, to SCISA

events and other assigned days. For SCISA events, these shirts must be worn with khaki pants or appropriate length khaki skirts. No shorts or tennis shoes are allowed at SCISA events. To purchase clothing, visit [www.landsend.com/school](http://www.landsend.com/school) and enter school code 900168451. Students not dressed in Academic Dress for field trips and SCISA events will not be allowed to attend and parents will be called to pick the student up from school.

### **PE Shorts**

All students in grades 6 – 8 are required to wear PE shorts with the school logo purchased through Lands End for PE class. To purchase clothing, visit [www.landsend.com/school](http://www.landsend.com/school) and enter school code 900168451. Students not wearing PE shorts to PE class will not be allowed to participate in class. If a student must miss PE class for failure to wear PE shorts, a reduction of their PE grade will occur.

### **Blue and Gold Day**

Several days throughout the school year will be designated as Blue and Gold Day. Blue and Gold Days, which are typically held in conjunction with pep rallies and athletic events, are designed for students to show their school spirit by wearing our school colors. For middle and upper school students, CA t-shirts are allowed on Blue and Blue Days.

## **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 will be offered in certain academic areas through CA. In order to receive AP credit, students taking an AP course must take the AP exam associated with such course. AP exam fees are \$100 per exam and payment is due 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 Uniform Grading Policy passed by the SC State Board of Education in December 1999 and revised effective for the 2007-2008 school year, 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 are required to be enrolled in at least five core academic credits each year (English, Math, Science, History and Foreign Language) and therefore will likely graduate with more credits than required by SCISA. Additional electives may be taken. Please refer to the Upper School Course Guide for complete graduation requirements and course descriptions.

## Dual Enrollment Courses for Grades 11-12

Dual credit courses granting both high school and college credits may be taken with the approval of the Upper School Head. Students must have approval prior to enrolling in such courses. 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 course is granted by the Upper School Head. Students are required to pay any fees associated with Dual Credit courses directly through the institution hosting the course.

## Grading System

CA has adopted the S. C. 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. For the purpose of calculating Honor Roll, grades from middle school courses that do not meet daily will be averaged as one grade. Example: PE, art, music, drama, robotics, computer, 6<sup>th</sup> & 7<sup>th</sup> grade Spanish.

- Headmaster's List: A student earns a place on the Headmaster's List if he or she maintains an overall average of 93 or higher, with no individual grade below 85.
- Honor Roll: A student earns a place on the Honor Roll if he or she maintains an overall average of 88 or higher, with no individual 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.

## Homework

CA strongly endorses homework in every grade to reinforce learning activities which occur each day in the classroom, and to provide individual learning experiences in addition to the material covered 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**

Students in grades K5 – 12 will not receive hardcopy Progress Reports or Report Cards. These documents will be available on Grade Book Wizard to view on the assigned dates. Dates are found on the school calendar. Hardcopies 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 Grade Book Wizard account will be de-activated, and report cards and other school records will not be released 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 our students are still children and not everyone is perfect, nor can they score perfectly each time on an assessment. Listed below are the requirements and stipulations concerning retesting:

#### First Semester:

- A student will be allowed to retake a test on which they scored below 70, which is a "D."
- Both test grades will be averaged together; however, the final grade cannot be higher than an 80, which is a "C."
- 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 69, which is a "D."
- There can only be two retakes per subject for grades 1 and 2. Grades 3 and 4 will only allow one retake test per subject.
- Grade 5—no retakes without IEP accommodations.
- 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 (ONLY on a test, not a quiz)
2. Only grades at or below a 40 are eligible to retest.
3. The highest grade that can be earned will be a 60. If the student scores lower than a 60, the grade will be the higher of the two testing grades.
4. In order to retest, the student must fill out a form which a parent/guardian must sign. The student must meet with the teacher to devise a course of action and must retest within 48 hours of receiving the failing grade.
5. 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.

## **Semester Exams**

Students enrolled in high school credit courses, including 8<sup>th</sup> 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. Only seniors may be given the option of exempting exams.

## **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 are graded. Middle and Upper School summer reading books are typically used for classwork in English classes for the first few weeks of school.

## **Valedictorian Policy**

To receive the honor of being named class valedictorian, a student must have attended all four years of high school at CA. The only exception to this policy is if no members of the graduating class attended CA for all four years of high school.

## **GENERAL INFORMATION**

### **After School Program for Early Childhood and Lower School**

The After School Program is available for students in K3-5<sup>th</sup> 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 will be available in Back to

School Packets, in the front office or 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. Please make sure your child knows their 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. The afterschool phone number is (864) 321-8221, and is only used during the afterschool hours of 2:45 – 5:30.

## **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**

Donors to the CA Annual Fund are a distinguished group that embodies the school's motto - Petite Optimum "Aim High." Your part as a CA family is an important one. As with all independent schools, the Annual Fund is essential to supporting 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. In seeking grants and gifts from foundations and others, parent and faculty participation is important. Therefore, 100% of parents and faculty are encouraged and expected to give to the Annual Fund to show commitment to the school and its mission. We also encourage you to ask your employer 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, bank draft, or PayPal ([llee@cambridgeacademy.org](mailto:llee@cambridgeacademy.org)).

Contact the Business Office with questions. A presentation concerning the Annual Fund will be given at the Parent Back to School Night meeting.

### **Appointments and Office Hours**

Parents are encouraged to confer with faculty and staff so we may better serve your child/children. Please contact the school or individual faculty or staff member for an appointment. Please do not try to have an "on the spot" conference with a teacher, or a drop in meeting with faculty or staff. Parents, please respect the importance of uninterrupted class/office time by not going directly to classrooms/offices. 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 strongly encouraged 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.

### **Athletics**

An Athletic Handbook outlining the full list of student athletic policies is given to every athlete 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).

### **Auction**

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, and 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, 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. Please keep calls to a minimum. Students are asked to use the school's phones only when

necessary. Students should make necessary phone calls only from the front office. Students are not allowed to contact parents from their cell phone during the school day (please refer to student cell phone policy). 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 enter 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 Drive and sign in with the front office personnel. 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. All faculty, staff and students are instructed to "not 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 student's safety. For the safety of students, and to adhere to fire code, doors to the school may never be propped open. Upon leaving the building, visitors should sign out and return the Visitors Badge to the front office.

Parents who wish to volunteer in a classroom are encouraged to do so on a regular basis to meet the classroom teacher's needs. Typical classroom volunteer activities are reading to the class, assisting with routine paperwork, etc. Please coordinate directly with the teacher in whose class you would like to volunteer – please be mindful that you are there to assist the teacher and not to disrupt the classroom dynamic. Classroom volunteers are considered visitors to the building and should follow sign in and sign out policies as stated above.

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 knowledgeable 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 include the following:

- Grade Parents
- Christmas Parade Float
- Consignment Sales (Fall & Spring)
- Fall Carnival
- Father/ Daughter Dance
- Mother/Son Night
- Teacher Appreciation Events
- Innisbrook Wraps Fundraiser

- Dads and Donuts
- Moms and Muffins

### **Cell Phones, Personal Computers, and Electronic Devices**

1. Lower School Students may be permitted to use portable computers, Ipads, Kindles, and other E-readers in classrooms and in the library as deemed acceptable by the classroom teacher. Individual teachers will instruct their students on their classroom policies. Students in grades 1 – 4 are not permitted to bring cellular telephones, iPods, iWatches, electronic games, or any future combination of communication technology that can interfere with the classroom routine or the learning of others. Students in grade 5 are allowed to have cellular phones on school grounds due to their after school participation in our athletic programs. 5<sup>th</sup> grade students bringing cellular phones to school must store them in their backpacks throughout the school day. The school is not responsible for the loss, damage, or theft of any electronic devices brought on campus.
2. Middle School Students may be permitted to use portable computers, Ipads, Kindles, and other E-readers in classrooms and in the library as deemed acceptable by the classroom teacher. Individual teachers will instruct their students on their classroom policies. Students in grades 6 – 8 are allowed to have cellular phones on school grounds due to their after school participation in our athletic programs and for after school communications with parents. Middle School students bringing cellular phones to school who attempt to use text messaging, access/post to social media sites (i.e. Facebook, Instagram, Snapchat, etc.) make phone calls or take pictures during school hours will be subject to disciplinary action. Cell phones will be confiscated and will be returned only to the parents. Students found in violation of the cell phone policy will receive lunch detention for the first offense, work detention for the second offense, and will lose all cell phone privileges after the third offense. After the third offense if the student is found with a cell phone during the school day, the student will receive out of school suspension. 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 portable computers, Ipads, Kindles, and other E-readers in classrooms and in the library as deemed acceptable by the classroom teacher. Individual teachers will instruct their students on their classroom policies. Upper school students are allowed to have cellular phones on school grounds. Cell phones may only be accessed during break, lunch, or Study Hall and may only be used in the Upper School wing / classrooms. Upper School students may not post to social media sites during the school day. Posting to social media during the school day could result in loss of cell phone privileges. 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 cellular phones on field trips will be at the discretion of the Field Trip leader and Division Head.
5. Parents may not use cell phones in a moving carpool line.

6. Parents and students are required to sign the Technology Acceptable Use Form at the beginning of each school year. On this form, all electronic devices that a student intends to bring to school must be registered.

### **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 (Ice Box News) on the school website where school wide announcements and important information will be listed. Parents are encouraged to visit the website at least weekly to stay up to date with school happenings.

### **Cougar Assembly**

During this brief, important meeting our student body comes together to say the Pledge of Allegiance, the school prayer, sing the alma mater, and acknowledge special accomplishments of our students and staff. Parents are welcome to join us for these special assemblies. Monthly assemblies are listed on the school calendar and are typically the first Monday of each month.

### **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 is never enough. Through memberships, fundraisers, and donations the Cougar Club is able 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 95%, 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 Book Wizard. 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 who can verify the time spent. Students must include at least three different types of service. For the 2016 – 2017 school year, students will submit the logs to the community service coordinator on Thursday, January 12, 2017 at which time they should have recorded at least 10 hours of

service. All 20 hours must be completed by Wednesday, May 11, 2017. CA is a Certifying Organization of the Presidential Volunteer Service Award. Students ages 11 - 15 may receive the PVSA if they complete at least 26 hours of Community Service during the school year and students ages 16 and above may receive the PSVA if they complete at least 50 hours of Community Service during the school year. To be considered for this award, all hours must be submitted prior to April 10, 2017. 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.

### **Directory**

A student directory will be provided within the first month of the school year. This directory includes student and parent(s) name(s) parent(s) phone number, email address and mailing address. If there is any information that a parent/guardian wishes to have withheld from the directory, please indicate such on the student's Emergency Form.

### **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), and every attempt to email all parents will be made. Additionally, announcements will be broadcast on radio station SUNNY FM 103.5 and television Channels 4, 7, 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.

### **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 trips are an integral part of our curriculum. CA embraces the concept that these trips enrich students' experiences by providing opportunities beyond what is normally available through classroom

instruction. Because of this, 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 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. Occasionally, a bus will be chartered for long distance field trips.

### **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. 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](https://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](https://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](https://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](https://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](https://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.

### **BiLo Educational Rewards**

Visit [www.hometowneducationalrewards.com](http://www.hometowneducationalrewards.com) and enroll your BONUSCARD®. Our school code is **54934**. BONUSCARD® enrollments take less than a minute and your support will help make a difference for our students and their education!

### **Box Tops for Education**

Save the Box Tops for Education coupons from participating products and place them in a container/bag that can be turned in to the school. General Mills donates \$0.10 for each coupon submitted.

### **Cougar Cash (“SCRIP”)**

The Cougar Ca\$h Program makes every purchase profitable for our school!

#### *What is Scrip?*

Scrip actually means anything used in the place of money. In this case we are talking about gift cards from local and national vendors.

#### *How does this translate into a fundraising program for our school?*

This is a program that allows each parent to make a choice to direct their normal purchases for essentials...milk, eggs, gas, clothing, to those stores that will partner with our school.

It is that simple! No selling, no extra expense, just focused spending...spending that brings profit to our program.

Order forms are available in the Front Office or online at [www.cambridgecougars.org](http://www.cambridgecougars.org). Complete the order form and return it with cash or check made payable to Cambridge Academy to the business office or your child’s teacher. Payment by credit card reduces the ScripRewards by 3% and any Gift Card with a ScripReward of 3% or less will not be available for purchase with a Credit Card. We also accept payments via PayPal. Contact the business office for further details. Turnaround time is typically 3 days for a special order.

### **Publix Partners**

All parents will be provided Publix “Make a Difference” cards at the beginning of the school year. If additional cards are needed, notify your child’s teacher or pick them up in the front office. Simply present your card every time you shop at Publix. The school receives a percentage of all purchases applied to a CA card.

### **Grade Book Wizard**

Each student in grades K5-12 has a Gradebook Wizard account, essentially an on-line grade book, in which parents and guardians can track their child’s assignment grades as teachers enter them. Frequent review of a student’s Gradebook Wizard 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 Gradebook Wizard contact Patti McGehee at [pmcgehee@cambridgeacademy.org](mailto:pmcgehee@cambridgeacademy.org).

## **Grandparent and Special Friend Day**

Each November the CA student body has a school day devoted to celebrating their grandparents and special adult friends. Grandparents and special friends are invited to a breakfast reception, can visit students in their classrooms, and conclude the day with a program in the gymnasium. The date of this program is listed on the school calendar. An invitation will be sent to all grandparents and special friends listed on the student's Grandparents Form (found in the Back to School packet). This form should be returned to school in a timely manner to avoid invitations not being sent.

## **Harassment**

CA is a place for teaching and learning; harassment disrupts the ability of faculty to teach and students to learn. The school will not allow harassment of any kind (which includes verbal and physical harassment on and off of school grounds, and via email, phone calls, text messages, and social media sites). The school's goal is to provide an environment free of tensions caused by sexist, religious, racist, peer, or age-based remarks or animosity. Unwelcome sexual advances or other conduct of a sexual nature are deemed offensive and are equally inappropriate. Any students or employees affected by any type of verbally or physically harassing conduct are urged to 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.*

## **Ice Box News ("IBN")**

The Ice Box News is a permanent link found on the CA website where school wide announcements are listed. As the announcements change frequently, it is very important that parents visit this link at least weekly to keep up to date with school events and dates. Parents often wonder where the name "Ice Box News" originated. The IBN has been around for many years at CA. It began as a hardcopy newsletter that students would take home on Thursdays. Families were encouraged to hang the weekly newsletter on the refrigerator (also known as the Ice Box) to remind them of school events and dates. As technology has changed, so has the delivery of our IBN. The IBN has gone from a hard copy, to an email, to its' current status as a link on our school website.

## Illness and Emergencies

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. There are also several American Red Cross and or American Heart Association trained and certified staff members 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. Middle and Upper School students are not allowed to store medications in their lockers or bookbags. All medicine must be stored in the front office. Parents of children with a fever, who are vomiting, have diarrhea, show signs of pink eye, or 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 99.9. 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 as Self Regional Hospital.

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

- Fever
- 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

Because CA is required to notify all parents of communicable diseases, please let your child's teacher know as soon as possible if your child is absent due to illness with such a disease. School administration reserves the right to require a doctor note for return to school in some cases.

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

## **Immunization Policy**

State law requires us to have current immunization records on all students. ALL students must have a current SC Certificate of Immunization and an Emergency Form 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 their 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.

## **Leaving Campus for Lunch for Upper School Students**

Only students in grade 12 may leave campus during the lunch period when appropriate parental permission forms have been submitted and with the approval of the Head of the Upper School. Students must return to school prior to the end of the lunch period.

## **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)**

The administration encourages students to place all of their valuable items in one of their assigned lockers and use a lock on that 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 the student can take towards the protection of their valuables.

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/Breakfast**

Lunch service is catered daily for a separate fee of \$4.50 or students may bring their own lunch to school with them. Breakfast is also available each day at a cost of \$2.50. The monthly menu and lunch money due dates can be found on the school's website. Hot and cold lunch options will be available each day. Lunch orders must be purchased monthly in advance by filling out the required form and enclosing the appropriate payment. Beginning with the 2016-2017 school year, any student with an outstanding balance of \$50 or more will not be served breakfast or lunch until the account is brought current. If it is necessary to bring your child's lunch to school during the school day, please put his or her name and grade on it and leave the lunch on the designated table in the lunchroom. Please do not take lunches to the classroom or leave them in the front lobby. Parents of K3 through 5th grades should not send candy or soft drinks in children's lunches or send them for snacks. Please coordinate the sending of special treats for birthdays with your child's teacher.

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

Lunch time provides an excellent opportunity for our faculty and staff to teach lifelong habits and skills and is considered part of the academic day. Please let your child's teacher or the front office know in advance if you intend to visit during lunch and would like to meet with your child during this time.

### **Job Shadow Day**

One day each school year is set aside for Cambridge Academy Upper School students to participate in a Job Shadow Day. The purpose of this experience is to allow students the opportunity to get a firsthand look at a career area of interest. Job shadow locations must be preapproved by the Head of the Upper School and certain rules apply. Participation in this day is mandatory and students that do not participate, or fail to do the written follow-up assignment, will receive a grade penalty.

### **National Honor Society ("NHS") and National Junior Honor Society ("NJHS")**

Cambridge Academy has chapters of both the National Honor Society and the National Junior Honor Society. Entrance into NHS and NJHS is not solely based on grades, but also on leadership, service, and character traits. Announcement of eligible students will be made at the conclusion of the third quarter. A one to two week time period will be allowed for students to complete applications. 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 within a week's time.

### **Parents' Back to School Night**

CA sponsors Back to School Night for parents. At least one parent from each family should attend this important event to receive school information for the year, sign up for various volunteer opportunities and meet their children's teachers. Parents will be notified of the dates and times of the event during the summer months. Back to School Night is for parents only.

## **Parking**

If parents must enter 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 neighbor's mailboxes or driveways. During major school events we encourage parents to park on Oakwood Street. At all times, we encourage parents to be courteous of our neighbors. There are two handicap designated parking spots at CA. One is in the front of the school, clearly visible, and the second is inside the gravel parking lot located in front of the Upper School door. 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. Teachers and other school-employed personnel do not serve as chaperones for parties or any other events held off school grounds.

## **Photo 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. There is a spot for this on the Emergency Form. CA cannot be 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. Public displays of affection will not be allowed on school property, at school sponsored events, or during travel to school sponsored events. Public displays of affection includes, but is 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. 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 Front Office when arriving late or leaving early.

## **Spring Play**

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 participate in the play in some aspect and will receive a participation grade. Only students with a documented conflict will be excused from participation in the school play and will be assigned a written and graded assignment in place of participation. As soon as a conflict of date is known, the drama teacher must be notified. Mandatory rehearsals will be held outside of school hours during the week of the play. Refer to the school calendar for the date of the play.

## **Standardized Testing**

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 a battery of tests which include the Otis Lennon School Ability Test (Grades 1, 3, 5) and the Stanford Achievement Tests (Grades 1 - 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.

## **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 standards, and must remain in academic good 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 only present 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 and Computer Use**

The Technology Acceptable Use Policy (“TAUP”) provides guidelines for users on the ethical use of telecommunication technologies at CA. It applies to all computer network, internet, video, email, and

telephone users. The use of telecommunication resources at CA 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.

- 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.
- CA rules and disciplinary procedures regarding behavior such as bullying and plagiarism are applicable 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 extremists, etc.)
- Students are not allowed to use text messaging or to post to social media sites during the school day.
- Students are to register personal devices with the Director of Technology prior to using them on campus. See form below to register devices.

**Students and parents will be required to sign a computer contract prior to student use of computers.**

### **Text Alerts**

CA parents are encouraged to sign up for Remind101 text alerts. Information on how to sign up for text alerts will be available at Back to School night. Text alerts will be used to alert parents of school closings, and important reminders about major school events.

### **Tobacco**

CA is a tobacco free campus. Tobacco use by any student, faculty or staff, parent, or contract employee is strictly prohibited.

### **Toys, Money, and Valuables**

Students in Lower School, Middle School and Upper School are not to bring toys, games, radios, cameras, CD players 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 the items.

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 extended periods of time.



## **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 2016-2017 Policies & Essential Information with their child.*

This is to verify that I have read and discussed the 2016-2017 Policies & Essential Information for Cambridge Academy with the following student for whom I am responsible:

\_\_\_\_\_  
Student's Name (print)

\_\_\_\_\_  
Teacher's Name & Grade

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Name of Parent/Guardian (print)

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date