CAPE FEAR CHRISTIAN ACADEMY

STUDENT – PARENT HANDBOOK

2026-2027

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Section 1: Introduction

1.1 INTRODUCTION AND PHILOSOPHY

This handbook was written and adopted by the administration and Board of Directors of Cape Fear Christian Academy. The entire document is considered official Board Policy. The Academy reserves the right to change portions of this document throughout the course of the academic year as might be necessary. Parents/guardians will be given prompt notification should changes occur.

The Academy is governed by a Board of Directors, made up of responsible Christian men and women, whose function is to set policy for the operation of the Academy. The administration of the Academy is assigned to a Head of School, who oversees the total Academy's day to day operations. An administrative team composed of an Upper School Principal, a Middle School Principal, and a Lower School Principal work under the Head of School's direction to ensure the smooth operation of the Academy's various programs. Questions and other concerns should be directed to these administrators.

The Academy is a college preparatory academy with high standards. As a private Christian academy, Cape Fear Christian Academy reserves the right to deny admission to any student. Further, Cape Fear Christian Academy reserves the right to ask any student to leave at any time for any reason when the administration believes it is in the best interest of the Academy; this also includes the right not to allow students to return for the next academic year.

NOTICE OF NON-DISCRIMINATORY POLICY TO STUDENTS

Cape Fear Christian Academy admits students of any race, color, nationality, or ethnic origin. All the rights, privileges, programs, and activities generally accorded are available to all students enrolled at the Academy. Cape Fear Christian Academy does not discriminate on the basis of race, color, national or ethnic origin in the administration of its education policies, admissions policies, financial aid, athletics teams, or any academy-administered programs.

1.2 *MISSION*

Cape Fear Christian Academy partners with parents to provide a Christ-centered environment through integrating biblical values and academic excellence in order to assist students fulfilling God's purpose for their lives.

1.3 *VISION*

Cape Fear Christian Academy strives to develop as a distinguished academic institution grounded in biblical truths and focus on preparing future generations to serve God throughout the world.

VALUES

Cape Fear Christian Academy values and offers:

- a Christ-centered education to every student
- a rigorous and academically challenging curriculum
- exposure to advanced technologies in the classroom environment
- college level and honors learning opportunities
- learning experiences in art, drama, foreign language, and music
- competitive athletic programs to encourage healthy sportsmanship
- parental involvement opportunities including committees and volunteerism
- community outreach to promote Christian service missions

1.4 *PURPOSE AND PHILOSOPHY OF EDUCATION*

The educational process in a Christian academy is dependent on a Biblical philosophy that provides the right worldview and essential truths for life so that children may be prepared to assume their proper place in the home, the church, and the State. Accordingly, the following is the purpose and philosophy of education for Cape Fear Christian Academy:

Cape Fear Christian Academy's purpose and philosophy is to provide a Christian based education for its students. The Academy shall provide an environment concerned with the total growth and development of the individual. The emphasis shall be academic excellence in a Christian environment. The home, the church, and the academy should complement each other in promoting the student's spiritual, academic, social and physical growth.

While the student is at the Academy, the Head of School and teacher(s) stand in the place of the parents/guardians, which is one of authority and responsibility. Thus, it is incumbent upon the Head of School and every teacher and coach to possess and model moral values based upon Christian principles and to reflect a genuine concern for the total development of the student(s) under their care. It is a goal of the Academy to meet the needs of its students by providing academically superior programs. Accomplishing this requires a blend of Bible Study, prayer and extracurricular activities that promote love for God the Father, Son, and Holy Spirit, as well as a love for our country.

1.5 *STATEMENT OF FAITH*

This is a non-denominational statement of faith from the Association of Christian Schools International. We believe the Bible to be the inspired, only infallible, authoritative, inerrant Word of God (2 Timothy 3:16, 2 Peter 1:21, John 10:30).

We Believe there is one God, eternally existent in three persons -- Father, Son, and Holy Spirit (Genesis 1:1, Matthew 28:19, John 10:30).

We Believe in the deity of Christ (John 10:33), His virgin birth (Isaiah 7:14, Matthew 1:23, Luke 1:35), His sinless life (Hebrews 4:15, 7:26), His miracles (John 2:11), His vicarious and atoning death (1 Corinthians 15:3, Ephesians 1:7, Hebrews 2:9), His resurrection (John 11:25, 1 Corinthians 15:4), His ascension to the right hand of the Father (Mark 16:19), and His personal return to power and glory (Acts 1:11, Revelation 19:11).

We Believe in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature and that men are justified on the single ground of faith in the shed blood of Christ and that only by God's grace and through faith are we saved (John 3: 16-21, 5:24; Romans 3:23, 5:8-9; Ephesians 2:8-10; Titus 3:5).

1.6 *CHILD CUSTODY/RESIDENCE*

It is critical that the Academy's administration and key personnel be aware of the legal status of every child NOT living with both biological parents. As a result, the following is REQUIRED for children in such situations in order to remain as students at the Academy:

- in cases of divorce or legal separation, a court document (dated and signed) which specifies who has custody and under what circumstances/conditions,
- a written and signed statement that the children's other parent is deceased along with his/her full name and date and place of death,
- a legal, dated document showing adoption, ad litem guardianship, or power of attorney, OR
- a written, signed and dated statement to the fact that no marriage occurred along with the name of the other biological parent and a brief description of the currently agreed upon custodial arrangements between the two parties

Upon request, the Academy will provide records to both parents UNLESS supplied with official documents prohibiting such. It is the parents' responsibility to provide the Academy with updates. ONLY the custodial parent will be allowed to check out a child from the Academy unless the Academy has been otherwise notified in writing by the custodial parent. All students must live with at least one parent or an official guardian if the parent is not such. Pupils may not live alone or with friends.

In cases of international and non-resident students, it is the policy of the Academy to not arrange any housing for international students; this includes no arrangement by faculty, staff, administrators, or coaches. This policy also includes that no faculty, staff, administrator, or coach will house international or non-resident students for the purposes of attending Cape Fear Christian Academy.

1.7 *CHANGE OF RESIDENCE/EMPLOYMENT/CUSTODY*

The Academy's administration believes in the importance of close working relationships with parents/guardians of our students. This is especially critical in terms of every student's safety, health, and security. As a result, all parents/guardians are **REQUIRED** to notify the Academy promptly of any changes in addresses, phone numbers (home and work), or custodial arrangements that might occur during the course of the academic year.

1.8 *SPECIAL EDUCATION/DISABLED STUDENTS*

Cape Fear Christian Academy is a private educational institution and therefore has no federal mandate to provide special education and related services to disabled students. The Academy requires that students continue to work on grade level in order to remain eligible for continuing enrollment at the Academy. Public schools are subject to the mandates of the "Individuals with Disabilities Education Act" (IDEA) and can

provide such programs and services. If it appears that a pupil may have a disability, the Academy's administration will be happy to assist parents/guardians in obtaining evaluations and placement in one of our local public school systems.

The Academy does comply with the Americans with Disability Act. Reasonable accommodations/modifications will be made for properly diagnosed, disabled pupils supplying appropriate documentation. For specifics, parents/guardians should contact the Academy's Head of School.

1.9 *PARENT/GUARDIAN - TEACHER CONFERENCES*

Conferences with parents/guardians are important to teachers in the evaluation process. Requests for conferences may be made by calling the Academy office or emailing teachers (firstinitiallastname@cfcaeagles.com). Since conferences are more successful when teachers can plan for them in advance, **PARENTS/GUARDIANS MUST MAKE APPOINTMENTS WITH TEACHERS OR ADMINISTRATORS**. The Academy reserves the right to audio and/or videotape any conference.

1.10 *PARENTAL CONDUCT*

All of Cape Fear Christian Academy's administrators, faculty, and staff are expected to treat parents/guardians with courtesy and respect. In reciprocal fashion, parents/guardians are expected to afford the same to Academy employees. The Academy recognizes the challenges parents/guardians face in rearing children. It also accepts the inevitability that children will make mistakes, fail, or violate handbook or classroom rules. The Academy views the application of consequences when such occur as opportunities for positive learning experiences. All wise individuals should learn from their mistakes, and children are no exception.

Typically, when students fail to meet handbook/teacher expectations, disciplinary action becomes necessary. On occasion, parents/guardians may have concerns regarding such situations and wish to express such to the Academy's teachers, administrators, or staff in conferences. While effective communication and the exchange of ideas are welcomed, civility is more greatly prized. As a result, conversations during conferences or at any other time on campus or at any Academy activity, whether on or off campus, will cease should parents/guardians become rude, threatening, or violent in any manner.

Disruptive parents'/guardians' children may be asked to leave the Academy.

While the overwhelming majority of the Academy families are cooperative and

supportive, the inappropriate actions of any cannot be tolerated or permitted. Children watch how adults conduct themselves, and so we must always strive to set examples of good behavior for them to follow.

1.11 *STUDENT AND PARENT/GUARDIAN COMMUNICATION PROCEDURE TO ACADEMY PERSONNEL*

Concerns from students or parents/guardians should **first** be made to the appropriate teacher in writing, then to the grade level Principal, and lastly to the Head of School using the same procedure. If the situation concerns a teacher, the grade level Principal will consult the teacher, and then the matter will be discussed in conference with both the parent/guardian and teacher. If the situation concerns a grade level Principal, the Head of School will consult with the Principal, and then the matter will be discussed in conference with both the parent/guardian and Principal.

If the Head of School cannot settle the concern, the Chair of the Board of Directors for the Academy will be asked to hear and resolve the issue. Should the above procedure fail to resolve the concern, the matter may be brought before the Board of Directors. Those wishing to exercise this option must contact in writing the Academy's Chairman of the Board of Directors and formally request such a meeting.

Any concern regarding Academy policy not covered by the Student Handbook or other published documents must be presented in writing to the Chairman of the Board of the Academy. The decision of the Board is final.

1.12 *VOLUNTEERS IN PARENT TEACHER ORGANIZATION*

No educational institution can be truly viable without the support, encouragement, and help of its parents/guardians. The Academy is no exception. In order to tap this valuable resource, the Academy has established a "Sonshine Committee." It is our goal to give individuals who desire to do so an opportunity to volunteer and to serve at the Academy. If you have not already completed a Volunteer Information Sheet, please call the office at (910) 897-5423 or send an email to office@cfcaeagles.com. More information about this program is available on our website. Please volunteer to make our Academy even better.

1.13 *CHAPEL/ASSEMBLY*

This is a period of time which is set aside on a weekly basis for students to connect with

God and with each other. It is a time for pupils to be taught, encouraged, and challenged to go out and live lives that honor Christ. Activities associated with this time include singing, speaking, praying, visual and auditory illustrations, drama, scripture reading, special presentations, etc. Pupils are encouraged to adopt an authentic faith, exercise spiritual discipline, observe moral boundaries, establish healthy friendships, make wise choices, recognize authority, and put "others" first.

Although uniforms are not required, students are expected to dress their best by wearing the following:

- Males - collared shirt of any color with jeans (no holes or frays) or slacks of any color (may be shorts) Athleticwear is not permitted.
- Females - dresses (must meet the dress code guidelines below) or a dressy top (no t-shirts) with jeans (no holes or frays) or slacks of any color (may be shorts) Athleticwear is not permitted.

Section 2: Admissions

2.1 *ENROLLMENT*

Cape Fear Christian Academy maintains a **rolling admissions** policy and accepts applications throughout the year as space is available. Applications are reviewed in the order they are completed, and it is the applicant's responsibility to ensure that all required steps in the admissions process are completed.

Applications will be considered for admission only after all required documentations **(Step 1)** has been received by the Academy. While siblings of currently enrolled students are given enrollment priority, priority status does not guarantee admission. All applicants must successfully meet the Academy's admissions requirements.

As part of the admissions process, applicants are required to demonstrate appropriate academic readiness. A minimum of **80% mastery** on the applicable grade-level entrance assessment is expected for admission consideration. Entrance assessments are based on grade-level curriculum expectations and are evaluated in conjunction with the applicant's academic records, discipline records, and two letters of recommendation, including one from the applicant's pastor.

Admission to Cape Fear Christian Academy is granted only after a comprehensive review of all admissions materials. Acceptance signifies that both the student and parent/guardian agree to support and abide by the Academy's Mission, Core Values,

policies, and expectations as outlined in this Handbook.

Families seeking additional information about the admissions process are encouraged to contact the Registrar, **Allison Pope**, at **apope@cfcaeagles.com** or **(910) 897-5423**.

Re-Enrollment

Re-enrollment for the upcoming school year takes place annually during the month of **February**. Current families will receive information regarding the re-enrollment process, deadlines, and applicable fees prior to the opening of the enrollment period. Timely completion of the re-enrollment process helps secure a student's placement for the following school year, as continued enrollment is subject to available space and the Academy's policies.

2.2 WITHDRAWAL POLICY

Parents/guardians should notify the Academy as soon as they know that their child will be withdrawing for any reason. A Withdrawal Clearance Form must be completed stating the date of and the reason for withdrawal, whether or not the student has been cleared by each teacher, and all books (both classroom and library) have been returned. Office staff will be able to answer any questions regarding the family's account and what will be due at the time of withdrawal.

The Academy's withdrawal policy is as follows: if a student withdraws after the academic year has begun, the parent/guardian is responsible for a $500 withdrawal fee, and will be financially responsible for a prorated amount of tuition based on actual days enrolled. In such instances, registration fees are NOT refunded. Written confirmation three (3) days in advance regarding withdrawal of a student will enable the office to have the form ready for signatures and will avoid delays in completing the process.

The Withdrawal Clearance Form must be signed by both the parent/guardian and the Head of School. A copy may be required by the new school a student will be entering. Transcripts will be sent to the new school upon request. No academic credit can be given or transcripts released until the withdrawal process is complete and accounts are cleared and paid in full.

Section 3: Academics

3.1 *REPORT CARDS*

Grading periods end every nine weeks. The grading periods are given on the calendar. Report cards will be sent home following the end of each academic term as specified on the Academy's calendar. **Parents/guardians of upper school students, middle school students, and lower school students must sign and return all report cards, regardless of grades, to the homeroom teacher by the next academic day.** Report cards of students whose accounts are outstanding will **NOT** be released until such are satisfactorily cleared. Parents/guardians are encouraged to use Gradelink on a regular basis to keep abreast of student progress.

3.2 *COLLEGE ONLINE COURSES/DUAL ENROLLMENT*

Courses taken by students as dual enrollment courses at Cape Fear Christian Academy and a college or university count toward both college credit and credit toward graduation requirements. Although these courses will be transcripted prior to completion, they will not have any grades associated with or entered in Gradelink until completion of the course. The final letter grade of the course will be entered in Gradelink per the official final report or transcript from the college or university attended for each report card period and exam period as follows below (unofficial grades of any sort will not be honored for Gradelink purposes). Non-remedial college courses with three or more credit hours will be included at AP weight on HS transcript. Non-remedial college courses with two credit hours will be included at the honors weight on HS transcript.

A=95, B=85, C=75, D=65, F=59

Students are responsible for attendance in these courses and attendance at Cape Fear Christian Academy in the Online Learning Classrooms. As these courses count toward a student's college transcript, ensuring focus and perseverance is of utmost importance.

3.3 *ACADEMIC STANDING*

Cape Fear Christian Academy has a minimum level of academic achievement for students. Cape Fear Christian Academy does not accept senior students who did not complete their junior year at the Academy unless approved by the Head of School and the Board of Directors. A student who fails to maintain the minimum level of achievement can be placed on Academic Warning, Academic Probation, Academic Suspension, and Academic Dismissal.

3.4 *Academic Review*

At the end of each grading period, the Academy's Academic Affairs Committee, composed of board members, faculty, and academic staff, will review the record of every student whose term or cumulative GPA is below 2.0 following the previous report card. The Committee may suspend or dismiss students from the Academy (except those at the end of their first semester) or place students on Academic Warning or Probation.The Academic Warning or Probation will be marked on the students report card. However, all students are responsible for monitoring their own academic record and performance, and failure to receive the notification does not nullify the academic standing action. In addition, students are encouraged to seek assistance early on from the appropriate academy resources if they find themselves in difficulty.

3.5 *Academic Warning*

Students are placed on Academic Warning after earning a GPA below 2.0 for the grading term. Parents/guardians and students receive notifications of Academic Warning status on their report card. During the semester of Academic Warning status, students may participate in sports and co-curricular activities at the discretion of the Head of School. Students are returned to good academic standing upon earning a term GPA of 2.0 or higher.

Students placed on Academic Warning may be required to participate in programs designed to help them return to good academic standing. Failure to comply with the conditions of warning may result in further restrictions on registration or Academic Suspension or Dismissal.

3.6 *Academic Probation*

Any student on Academic Warning will be placed on Academic Probation after earning a GPA below 2.0 for the term immediately following being placed on Academic Warning status. Parents/guardians and students receive I notifications of Probation status on their report card. Transfer students enrolled in their first semester are not subject to suspension, even when the cumulative GPA is below the specified standard.

Students on Academic Probation may not participate in athletics or extracurricular activities. Students are returned to good academic standing upon earning a semester GPA of 2.0 or higher.

Students placed on Academic Probation will be required to participate in programs designed to help them return to good academic standing. Failure to comply with the conditions of Probation may result in further restrictions on registration or Academic Suspension or Dismissal.

Programs may include:

1. Academic Plan: The Head of School, counselor, and teacher will work with the parents/guardians to develop and submit an academic plan for successful improvement. Students or parents/guardians should additionally schedule appointments with teachers, the grade level Principal, or the Head of School as appropriate to discuss recently posted grades.
2. After-School Tutoring: Students must attend two hours of tutoring per week either at or outside of the Academy and submit a record of tutoring to the grade level Principal or Head of School

Upper School students who fail a course required for graduation may have the opportunity to retake the course in an effort to earn a passing grade. The higher course grade will be recorded on the student's official transcript.

3.7 *Academic Suspension and Dismissal Policy*

Students whose academic performance has deteriorated to the point of dismissal present a myriad of reasons for their poor performance. The goal of the Dismissal Policy is not to punish

students in academic difficulty but rather to help guide them toward a pathway to academic success.

3.8 *Academic Suspension*

A student will be subject to Academic Suspension from the Academy when the student fails to bring their GPA above a 2.0 after a semester of Academic Probation. Students will receive at least one semester of Academic Probation before receiving a suspension.

A Notification of Suspension is sent to the student's permanent address of record and Cape Fear Christian Academy's email address at the conclusion of the semester. A student receiving Academic Suspension will be dismissed for at least one academic year but may be eligible for return to the Academy upon review by the Academic Affairs Committee.

3.9 *Dismissal*

Students may be dismissed for subsequent failure to meet GPA standards after receiving a previous suspension. Dismissed students are not ordinarily eligible to return to any matriculating program.

3.10 *SEMESTER/FINAL EXAMS FOR MIDDLE AND UPPER SCHOOL STUDENTS*

For courses in which a semester exam is given, the exam will count 1/10 (10%) of the final semester average.

Exemption Criteria for Seniors:
Standards for exemptions are as follows:

1. Students must maintain at least a 93 average for the **SEMESTER**.
2. Students must not have more than four (4) absences in the class for the semester. **ANY** checkout or tardy during the class is considered as an absence with regard to semester exam exemption. Students who are excused from classes by the Head of School to leave the Academy or class for approved Academy-related trips (including college days) are not considered absent from the Academy or class on attendance records. Otherwise, **ALL** absences, tardies, and checkouts, whether excused or unexcused, **WILL** count against exemptions.

3.11 *REQUIREMENTS FOR A COLLEGE PREPARATORY HIGH SCHOOL DIPLOMA*

CFCA Graduation Requirements:

2 units Bible
4 units English
4 units Math

- 1 unit Algebra I (note: Algebra I taken in 8th grade satisfies the Algebra I requirement)
- 1 unit Algebra II
- 1 unit Geometry
- 1 unit selected from the following: Honors AFM, Honors Discrete Math, Honors Pre-Calculus, Honors Calculus, Intro to College Algebra

4 units Science

- 1 unit Biology
- 1 unit Chemistry
- 2 additional units selected from the following: Honors-Adv Chemistry II, Earth and Environmental Science, Honors Forensics, Honors Anatomy & Physiology, Marine Biology

For 9th graders entering 2022/23 and beyond: Science Requirements will be as follows:

- 1 unit Biology
- 1 unit of a Physical Science (Can be selected from Physical Science, Physics, or Chemistry)
- 2 additional units selected from the following: Honors-Adv Chemistry II, Earth and Environmental Science, Honors Forensics, Honors Anatomy & Physiology, Marine Biology

4 units Social Studies

- 1 unit Modern World History
- 1 unit Civics and Economics
- 1 unit United States History
- 1 unit History Elective (Contemporary History , World Geography, NC History, & CCCC HIS Courses)

1 unit Health and Physical Education
2 units Foreign Language (must be two units of the same foreign language)
7 units Electives (note: additional core courses may be taken as electives)
TOTAL= 28

3.12 *UPPER SCHOOL GRADE LEVEL PROMOTION*

In order to be promoted to the next grade level, upper school students must receive credit in their grade level English course as well as accrue a certain number of credits each academic year as stated in the chart below. If a student does not meet the

requirements, they will not be promoted to the next grade level. They will be required to repeat their current grade level in addition to being placed on academic probation with the possibility of academic dismissal.

Promotion to Grade level	Number of Credits for Promotion	Additional Courses Completed for Promotion
10	6	English I
11	12	English I, English II
12	18	English I, English II, English III

3.13 *PREREQUISITES FOR SPECIFIC COURSES*

Math Courses	**Prerequisites**
Pre-Cal with Trig	Algebra II
Calculus	Pre-Calculus with Trig
Finite Math	
Discrete Math	
Science Courses	**Prerequisites**
Chemistry	Completion of Biology AND Algebra II
Physics	Completion of Algebra II with a final average of 78 or higher with concurrent enrollment in or completion of Pre-Cal with Trig
Anatomy & Physiology	Completion of Biology
Culinary Reactions	Completion of Chemistry/Physical Science or an Advanced Science and be a Senior

3.14 *GRADUATION*

A graduation ceremony will be held at the conclusion of each academic year in order to honor seniors who have successfully completed all requirements for the awarding of diplomas. All Academy rules apply during this time. It should be noted that diplomas will not actually be distributed at the graduation ceremony, but will be mailed to

graduates during the following week.

Disruption of the ceremony or unduly calling attention to oneself during graduation exercises will result in diplomas being held until such time as an administrator can meet with the student and one parent/guardian. At that meeting, the kind and number of service hours to be served by the student will be determined and agreed upon in writing. After the student serves the specified hours and such has been confirmed, his/her diploma will be mailed. In extremely egregious situations, as determined by the administration, diplomas may be held permanently and **NOT** awarded.

All regalia will be supplied/issued by Cape Fear Christian Academy. Regalia from outside the Academy will not be permitted to be worn.

3.15 Cape Fear Christian Academy Grading Scale

Students receive a grade for each subject. To calculate mid-semester, semester, and year-end averages, the following scale is used:

Grade	Numerical Average		Standard/Unweighted Quality Points
A+	98-100	Distinguished achievement.	4.33
A	93-97		4.00
A-	90-92		3.67
B+	87-89	Significant achievement.	3.33
B	83-86		3.00
B-	80-82		2.67
C+	77-79	Satisfactory achievement.	2.33
C	73-76		2.00
C-	70-72		1.67
D+	67-69	Demonstrates a minimal grasp of the content.	1.33
D	63-66		1.00
D-	60-62		0.67
F	59 and below	Demonstrates an inadequate grasp of content.	0.00

Advanced Placement & CCP dual-enrollment courses (with 3.0 semester hours or more)

add 2.0 quality points to the point scale. Honors classes add 1.0 quality point to the point scale. Failing grades do not receive additional points.

3.16 *TRANSCRIPT RELEASE*

Transcripts of students' records will be released by the school counselor or school registrar to educational institutions upon receipt of written requests. Students may not have transcripts released to any school unless their accounts are current.

3.17 *CONFIDENTIALITY OF RECORDS/INFORMATION*

In 1974 the U.S. Congress passed the Family Education Rights and Privacy Act (P.L.93-380) or FERPA. This legislation is frequently referred to as the "Buckley Amendment". The purpose of this act is to allow parents/guardians to have access to their children's educational records while barring access to all other individuals who do not have legitimate educational interests in such records. The law divides "information" into two categories -- "directory" and "confidential". **Directory information includes such data as names, addresses, phone numbers, heights and weights of athletes, etc.** Confidential information includes such data as grades, test scores, written comments and reports, etc. Unless notified to the contrary by parents/guardians, the Academy will also release GPAs, class rankings, pictures, college preferences, etc. for honors students to the news media.

The Academy offers equal access to all Academy records to each student's parents/guardians unless its administration is informed in writing of any restrictions placed on a non-custodial parent/guardian. In the absence of such written notification, the Academy will consider each parent/guardian of a child authorized to review and inspect that child's Academy records.

The Academy employs this handbook as a vehicle for informing all parents/guardians and students that it will routinely publish and distribute directory information unless a written request is received by the principal from a parent/guardian asking that such data not be released.

3.18 *UPPER SCHOOL CODE*

The Upper School Code for Cape Fear Christian Academy is: 341-221

This school code number is required on several applications that juniors and seniors complete for ACT and SAT testing or other forms pertaining to college enrollment.

3.19 *DRIVER EDUCATION ELIGIBILITY*

Any student under the age of 18 wishing to receive his/her driver's learning permit or provisional driver's license needs the NC DMV Driver Eligibility Certificate which is issued by the Academy. To be eligible for the Certificate, students must pass 75% of their registered courses and be on target for grade promotion at the end of the academic year. Driver's Licenses can be revoked if, at any point during the academic year, a student does not maintain passing grades in 75% or greater of their courses. The Head of School and Academic Affairs committee reserves the right to determine Driver's Education Eligibility at any time for any reason.

Section 4: Attendance Policies

4.1 *DAILY ATTENDANCE POLICIES*

All students must be punctual and regular in attendance. A quality instructional program is of no value if students are not present to benefit from it. North Carolina's compulsory school attendance law specifically mandates the regular attendance of pupils AND holds parents/guardians liable for their children's non-attendance. Students are required to report to campus as stated in the arrival section below.

4.2 *ATTENDANCE & ATHLETIC ELIGIBILITY*

In order to participate in any athletic practice or event or other afterschool extracurricular activity on an academic day, students MUST be in attendance for 4 hours on the day of the event/practice.

4.3 *ABSENCE POLICIES*

Within three (3) days of when students are absent from the Academy they MUST either bring a written note signed by a parent/guardian regarding such or have a parent/guardian email the Academy's office, concerning the situation surrounding the absence. Lower school students will give their notes to the classroom teacher. Middle/Upper school students will obtain a signature from each of their teachers and then their last teacher of the day will submit the signed note to the Office.

Students who check in or out of the Academy for any reason during the academic day, MUST either bring a written note signed by a parent/guardian regarding such or have a parent/guardian email the Academy's office, concerning the situation prior to being allowed to check in or out.

The purpose of this policy is to ensure that parents/guardians are kept aware of the locations and activities of their children during Academy hours. Parents/guardians should also monitor their children's class attendance via Gradelink.

Students may be absent for up to seven (7) days per semester.

A parent note/email/phone call will excuse up to 7 absences. These 7 absences count toward cumulative absences. Cumulative absences that total over 7, will require the missed "time/days" be made up, unless the missed "time/day" is determined to be waived due to extenuating circumstances. Extenuating circumstances include prolonged medical illnesses, surgeries that require an absence from school and are documented with a doctor's note. Other examples would be a death in the family, church youth events, and court business. Documentation of the extenuating circumstances should be submitted to the office and each school's Principal. Parents will be notified if absences are waived or if the student will need to make up the time missed. If time is not made up or waived, students will receive a 59U on their report card for the class regardless of the students actual average in the class.

In an effort to be proactive and stop absences from becoming excessive students will have an opportunity to attend a Workday Attendance Academy 4 times during the school year. Students could potentially make up time equivalent to 8 days of school if they attend all 4 days. Students will receive an invitation from the Middle/Upper school attendance committee if they have more than four absences in a term. Students and their parents will decide if they will attend and how much time they will make up.

Workday Attendance Academy will run from 7:45 to 3:45.

High School	7:45-3:45	8 hours= 16 yearlong classes, or 8 semester classes	2 days
Middle School	7:45-3:45	8 hours=16 classes	2 days

Workday Academy Dates are :

September 25,2025
January 5, 2026
March 13, 2026

April 2, 2026

4.4 MAKE-UP WORK

Those students who are absent from the Academy may make up work missed for seven days per semester within three days of returning. Students returning to the Academy after being absent must check with their teachers **on the day they return** regarding any work missed. Scheduling make-up work is the full responsibility of the student, and failure to fulfill this obligation will result in a loss of credit for the work missed.

1. Pupils receiving "off-campus" suspension may make-up major tests and projects ONLY at the teacher's discretion.
2. Students may request work through the classroom teacher.
3. The office will request work from teachers for a sick Lower School child to do at home upon request. Middle and Upper School students should email a request for missing assignments directly to their teachers. Assignments for one or two days of excused absences should be requested from the teacher on the day the student returns to class.

Students with previous knowledge of an absence including field trips, athletic events, etc. are responsible for any work missed while absent and must request work from their teachers in advance. Upon returning to the Academy, such work is due including tests to be taken on the day of return under policy requirements. It should be noted that **NO** make-up work is to be done during instructional class time.

4.5 TARDY POLICY

Students should not be tardy to the Academy or class without a VALID REASON. Teachers will keep accurate records of tardiness, and they will discipline those who are tardy without excuse.

Students who miss 50% or more of class time will be counted as "absent" and NOT tardy. Three tardies count as one absence. Students should note that for exam exemption purposes; a tardy counts as an absence.

Depending on the circumstances, students, who are tardy to class by five minutes or more, may be considered not simply tardy but to be cutting class. Students who are tardy to **their first-period** class **MUST** sign in at the main office, or the reception center in the lobby, and obtain "tardy slips" before being allowed into classrooms.

4.6 ARRIVAL, BEFORE AND AFTER SCHOOL

Before and after school care will be provided for the academic year as shown in the chart for K4-K5 and Lower students (Grades 1-5)). Late fees for pickup outside of the times are charged at $3 /minute. Lower students may enter the building at 7:45 am and must go to their designated area by their assigned teacher. Lower students will be dismissed at 2:30 pm. If Lower students are not picked up by 3:00 pm they will be taken to after-school care and charged according to the fee structure.

School	Late fees for dismissal outside of these times are charged at $3/minute.					
	Before School Care Begins (Location)	Regular Arrival/ Drop Off Time (Location)	Academic Day Starts	Regular Pick Up Time (Location)	After School Hours (Location) After 3:00 pm $160/month	
K4-K5	7:30 am (Cafeteria)	7:45 am Preschool Building (First)	8:00 am	2:30 pm Preschool Building (First) Cafeteria Double Doors	2:30-3:00 pm (Cafeteria) 3:00-3:30 pm (Cafeteria)	3:30-4:00 pm (Playground) 4:00-5:30 pm (Cafeteria)
Lower 1-5	7:30 am (Cafeteria)	7:45 am Bain Lower School Building (Last)	8:00 am	2:30 pm Bain Lower School Building (Last)	2:30-3:00 pm (Bain Porch) 3:00-3:30 pm (Cafeteria)	3:30-4:00 pm (Playground) 4:00-5:30 pm (Cafeteria)

Middle and Upper students may enter the building at 7:30 am and must report directly to their first-period classroom no later than 7:45 am. Students may enter classrooms upon the permission and supervision of a teacher or sponsor. Middle and Upper students should leave campus by 3:15 pm. From 3:00 to 3:15 pm, students must gather on the front porch of the Aldredge Building to wait on their rides, report to the tutoring classroom, or attend an Academy athletic event. Anyone loitering on campus will be subject to disciplinary action and/or charged accordingly.

School					
	Before School Care Begins (Location)	Regular Arrival/Drop Off Time (Location)	Academic Day Starts	Regular Pick Up Time (Location)	After School Hours (Location)
Middle 6-8	7:15 am (Gymnasium)	7:30 am Aldredge Building (Middle)	7:45 am	3:00 pm Aldredge Building (Middle)	3:00-3:15 pm (Porch/ Tutoring) 3:15-4:00 pm (Tutoring)
Upper 9-12	7:15 am (Gymnasium)	7:30 am Aldredge Building (Middle)	7:45 am	3:00 pm Aldredge Building (Upper)	3:00-3:15 pm (Porch/ Tutoring) 3:15-4:00 pm (Tutoring)

It is the parents'/guardians' responsibility to make after-school arrangements for their children.

Students from the Middle and Upper schools should not go into the Lower school building at any time unless they have been authorized to conduct specific business there. Students are not to enter the gym without direct, teacher supervision.

The time allowed before school should be used by students for:

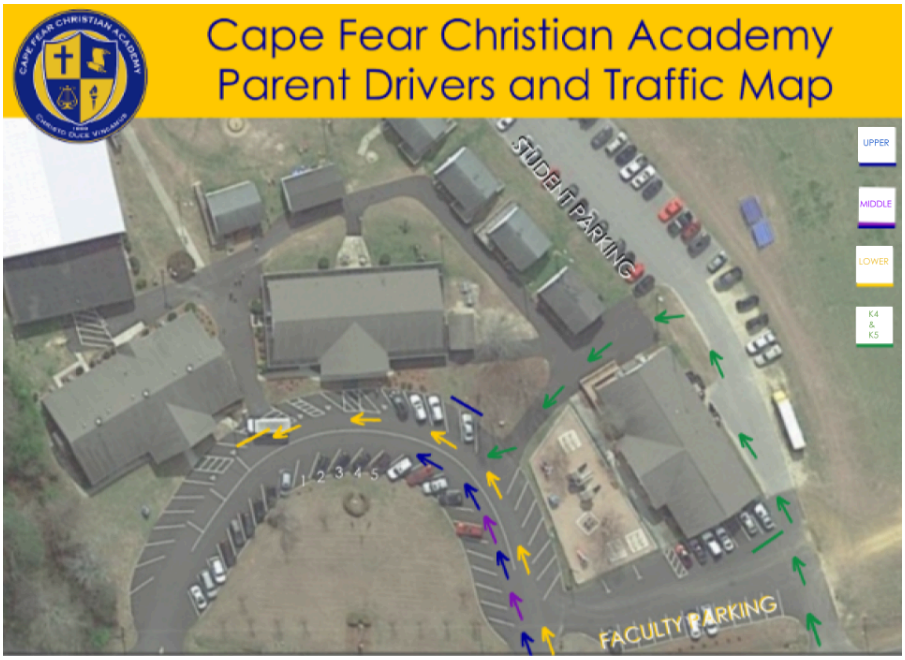
1. Obtaining make-up work if students have been absent from any class the day(s) before. (A signed & dated note from a parent/guardian or physician's slip is required.)
2. Obtaining check out slips if students will be leaving the Academy before regular dismissal time. (A signed & dated note from a parent/guardian is required.)

4.7 DROP OFF AND PICK UP CAR RIDER LINES

The Academy's greatest challenge remains with carpool and Highway 421. We cannot have cars stopped on the highway while waiting to turn onto Erwin Chapel Road. This is

dangerous for our families, and especially for our student drivers. We use both lanes of drop-off to facilitate moving traffic off of the road as well as the Academy has been blessed by the church across the street to allow carpool staging in the afternoon. When exiting, parents/guardians will continue to turn right out of the Academy driveway.

- Parents/guardians arriving to Preschool or Kindergarten before 2:30 pm will be asked to park on the grass between the soccer field and Erwin Chapel Road. Vehicles must avoid the actual soccer field as that damages the field for sports.
- Lower School parents/guardians should use Prospect Church Road to line up on Erwin Chapel Road, and prominently display their child's name placard to signify that they are in line to pick up a Lower School student. If this is not possible, drivers will be directed to the soccer field parking to wait until 2:30 pm.
- We prefer that parents/guardians picking up multiple children at different times wait until 3:00 pm to pick up all of their children. If this is not possible, please get in line at the church between pick-up times.
- All Middle, and Upper School parents/guardians will use Prospect Church Road to turn onto Erwin Chapel Road to pick up children. If this is not possible, drivers will be directed to the soccer field parking to wait until 3:00 pm, and then they will be routed to the church parking lot to ensure that traffic does not back up on Erwin Chapel Road.



4.8 TRAFFIC FLOW

Please note that the entrance at the very front of the Academy is a **ONE-WAY ENTRANCE ONLY** with two lanes. The lane closest to the building should be used for Lower School while the lane furthest from the buildings should be used for Middle and Upper School. It is not to be used as an exit. Thank you for your cooperation, patience, and understanding in following the marked pathways for traffic flow.

4.9 LEAVING THE ACADEMY EARLY/CHECKING OUT

For their own safety and protection, students may not leave the Academy early at any time without checking out through the office. This **INCLUDES** those who may arrive at the Academy and want to leave before the first bell regardless of the reason. **Violation of this rule may result in suspension** as with any other act of truancy. If a student knows in advance that he/she must leave the Academy for medical appointments, etc., please observe the following procedure for checking out:

1. The student should bring a note **signed by a parent/guardian.** The note should state the reason for the checkout and MUST have a phone number where the parent can be reached during the day. This gives the office time to verify the checkout with the parent and speeds up the process for students who drive their own cars to appointments.
2. The student will receive a slip from the office stating the time of the checkout.
3. When it is time to leave, the student should get up and quietly leave the classroom and report to the office.
4. The student should turn in the slip, and if a parent/guardian is picking them up, they may simply sign out on the "Check Out" sheet and leave. Students providing their own transportation may leave **ONLY IF THE NOTE HAS BEEN VERIFIED BY PHONE by office personnel**. If a parent/guardian knows their child will be providing their own transportation to appointments during Academy hours, they must make sure a daytime phone number is on the note the student brings to the Academy. The Academy will not be responsible for appointments that are missed because a note cannot be verified with a parent/guardian. This policy is made for the safety and welfare of all students.
5. Unless notified otherwise in writing by the custodial parent/guardian, ONLY

the custodial parent/guardian will be allowed personally to check out a child from the Academy.

6. Students will not be permitted to return to the Academy without a valid appointment note.

Section 5: Student Activities

5.1 STUDENT ACTIVITIES

Since sponsors must accept responsibility for ensuring that all activities contribute to the purpose and aims of the Academy, students must work with them in all activities. No decisions will be made and/or communicated without the express consent and approval of the sponsor.

Student groups must be under the complete supervision of the sponsor. The sponsor and the Head of School must approve all programs, projects, and parties.

All money collected by Academy groups must be deposited in the Academy account immediately and spent through the Purchase Order system with the approval of the Academy administration.

Purchase orders must be approved BEFORE a commitment is made to spend any money.

5.2 STUDENT GOVERNMENT

The purposes of the Upper School and Middle School Student Council shall be to promote unity and understanding between the students and the faculty, encourage school spirit and cooperation, uphold Christian standards and ideals, promote a social atmosphere on campus, serve students, and promote pride and loyalty toward our Academy.

Elections will be held in the spring for the next academic year. A President, Chaplain, Secretary, and Treasurer shall be elected for Middle School and for Upper School. All members must have at least a C average academically, good conduct grades, be of good Christian character, have a proven willingness to work, and have attended the

Academy for at least one full semester. Elections will be by majority vote.

5.3 CLASS OFFICERS

Class officers for each grade level (6-12) will be elected each academic year. Each grade will be represented by a president, vice president, treasurer, and secretary. Prospective candidates must meet the following criteria:

- An overall C average for coursework from the last semester of the previous year (6th grade uses coursework from the current year).
- No more than two detentions for the current year (or most recent semester completed).

Prospective candidates who meet the criteria must be evaluated by a sponsor and approved by Administration before being allowed to run for office. Elections will be by majority vote. All officers must possess good conduct grades, be of good Christian character, have a proven willingness to work, and have attended the Academy for at least one full semester. Student Council officers may not run for class office.

Section 6: Athletics

6.1 ATHLETIC AND EXTRACURRICULAR ELIGIBILITY

Athletic competition and extracurricular activities are a privilege at Cape Fear Christian Academy. Athletes and club members represent the Academy to the community and must display good sportsmanship and Christian character.

To participate in interscholastic sports, students must have a record of a physical examination and an athletic participation data sheet on file with the Academy. Athletes and students participating in extracurricular activities must meet the current academic requirements as stated below:

Cape Fear Christian Academy Academic Eligibility Policy Approved by Board of Directors

- A student-athlete shall not be eligible to participate in athletics at Cape Fear Christian Academy if the athlete has a single "F (59 or below)" in any class -OR- two "D's (60-69.4)" in any two classes.

- Fall and Winter sports will be assessed on previous Spring semester grades whether at Cape Fear Christian Academy or from another school. However, if a Winter sports student's grade(s) improve at the end of the Fall semester, the student will be eligible to participate at that time.
- Spring Sports will be based on the last full semester report card prior to the spring season.
- Suspensions from participation for academics will begin when the report card is generated.
- Any athlete that is not eligible to participate may not remain with the team for games (home or away).
- Any student suspended from school will not be able to participate in practice or games during the suspension, and the decision to return to the team will be made by the Athletic Director and Head of School.
- All Test/Quiz assigned work must be completed prior to any away trips for student athletes.

At any point, if a family becomes delinquent on their financial obligation to Cape Fear Christian Academy, the child/ren will not be permitted to participate in any school, sport, graduation, or club activities until the account is back in good standing.

Any student or group interested in forming a new club should present to the Head of School a written proposal detailing its purpose, organization, and eligibility requirements for membership.

In order to participate in any athletic practice or event or other after-school extracurricular activity on an academic day, students MUST be in attendance for 4 hours on the day of the event/practice.

CFCA Athletic Handbook 2025-2026

6.2 HOMECOMING ATTENDANTS AND ESCORTS

Attendants and escorts must meet the following criteria:

Attendants:

1. Maintain all passing grades and have, at most, one D (60-69) on the most recent report card.
2. No Level II or higher office referrals for the current year.

Escorts:

1. Enrolled at the Academy and meet the same requirements as attendants.
2. Senior attendants' fathers, guardians, or sponsor-approved individuals will serve as escorts.

6.3 *SPORTSMANSHIP*

Students and parents/guardians are encouraged to support our athletic teams as families. Sports events provide opportunities for family sharing and enjoyment as well as times to teach values and sportsmanship. **As a Christian Academy, it is important that our fans demonstrate courtesy and respect to our rivals and referees.** Under no circumstances are our fans to have any personal confrontations with officials, coaches, or other fans at sporting events.

Please note that the conference prohibits laser lights at any sporting event as well as artificial noisemakers at all basketball games. Additionally no cowbells, drums, air horns or other artificial noisemakers may be used in the gym. Students are reminded to stand and remove hats during any prayer or the playing/singing of our national anthem.

6.4 *ACADEMY VAN SAFETY*

At various times throughout the year, student groups use vans for field trips, athletic events, and other transportation purposes. In order that such outings and van usage be enjoyable and safe, these guidelines for Academy van safety are to be observed by all students:

- Students must get into and out of the van in an orderly manner without running or pushing.
- Students must remain seated at all times while in the van.
- Trash must not be left in the van. It is best if students do not eat or drink while in the Academy vans.
- Nothing should be thrown in the van or from it.
- Students must not hang their hands or arms out of the windows.
- Students should not enter the van unless a responsible adult is present.
- Coaches, teachers, and sponsors using the van are responsible for making sure it is cleaned after the trip is concluded.
- Students should take pride in our blessings and take care of what God

has given us. Those who do not abide by these rules will not be permitted to ride the vans.

Section 7: Behavior & Conduct

7.1 *DRESS CODE GUIDELINES*

One's outward appearance must promote a proper Christian testimony and not be a distraction to the learning environment. It is not possible to spell out all clothing variations; therefore, the administration may rule as necessary to maintain Academy standards. The dress code is based on the principles of modesty, neatness, and appropriateness.

The Head of School reserves the right to determine what is appropriate for the academic day.

1. Consequences applying specifically to dress code violations:

a. Students in violation of the dress code will not be permitted to attend classes until the violation is corrected.
b. Absences due to dress code violations will be recorded.
c. Although a student in violation may have inadvertently been allowed to attend one or more classes, he/she can still be referred for a dress code violation later in the day.
d. If the violation cannot be corrected, Cape Fear Christian Academy will contact a parent/guardian to bring a change of clothes, or the student may be sent home.

2. All Students*:*

a. For Academy-sponsored off-campus events, including academic competitions, field trips, and sporting events, students should follow the chapel dress code guidelines.
b. Jeans and pants must be clean, fit properly, and in good condition. Pants/shorts may not have any holes or frays above fingertip length.
c. Between the neckline and the hemline (shorts, pants, skirts, or dresses), no skin may show at any time, even when a student holds hands directly over his/her head. (This test will be applied.) No crop tops.
d. All shirts must be at least 2" wide on the shoulders.
e. Clothing resembling undergarments or pajamas (footwear included) may not be visible or worn as outerwear except for pajamas that are within the dress code

on a designated "Pajama Day" during 'spirit week.' Blankets are included as pajamas and may not be brought to school.

f. Body piercings are not permitted (except for ears or a simple nose stud (no septum or other facial piercings)).
g. Hats, hoodies, and other headwear may not be worn indoors during academic hours.
h. Hair should be regularly combed and neat in appearance.
i. Students must arrive, remain, and leave school in approved attire. A student must meet the appropriate school dress code at all times on campus and for attendance at any Academy function on or off campus.

3. Female Students

a. Young ladies may wear dresses or skirts during the school day so long as the hemline (or top of the slit) of the dress or skirt is no higher than two inches above the top of the knee. The fit of the skirt must allow the student to sit modestly.
b. Young ladies may wear loose-fitting (not tight or clingy) athletic pants such as joggers.
c. Leggings/yoga pants are permitted. **The shirt/top must cover the front and bottom areas of ALL sides, at all times.**
d. **Shorts must have a 4" or longer inseam** without uppercuts on the outside seam
e. Skorts must have a minimum length of 12"
f. Jeans and pants may not have any holes or frays above the fingertip length.
g. All dresses with shoulder straps, **must be at least 2" wide on the shoulders.**
h. Necklines may be no more than 3" below the collarbone.
i. Proper undergarments must be worn appropriately (covered) at all times.

4. Male Students

a. Pants must be long, traditional cut pants that fit properly, are clean and are in good condition. Pants may not have any holes or frays above the fingertip length.
b. **Shorts must have an inseam of at least 4".**
c. Pants and shorts must be worn at or near the waistline and must not be rolled at the waist.
d. Shirts must be worn at all times.

5. Formal Wear Guidelines:

The Cape Fear Christian Academy, formal wear guidelines, apply to attire at all banquets, homecoming, fall festival, prom, or any other school activity for which formal or

semi-formal dress is appropriate — whether the function is held on or off campus. **The decision of the administration is final. These guidelines apply to students and their guests**.

a. A committee of 3 administrators must approve (in writing) all formal dresses for Cape Fear Christian Academy events. **The signature of both principals and the Head of School on the form are required.** Students must upload photos to the appropriate Google form of themselves wearing the garments they wish to have approved by the designated deadline. Students can email, text, or present a hardcopy picture of the student wearing the dress.
b. Modesty is the governing rule.
c. Young ladies are reminded that:
    1. **<u>Upper School for Homecoming and Prom</u>:**
        a. **All dresses are to be long (ankle to floor-length) formal dresses that are modest in neck, back, style, and with no visible cleavage.**
        b. The top of the slit may not be above **2"** above the top of the knee.
        c. The top of the neckline of the dress must fit snugly and be no lower than 3" below the collarbone. The administration will make the final judgment.
        d. The back of the dress must not show skin below the waist.
    2. **<u>Middle School for Homecoming and Eighth Grade Formal:</u>**
        a. **All dresses should be at least knee length/tea length.** Students' formal attire must have at least **one 2" strap on the shoulder (no strapless)**.
        b. The back of the dress must not show skin below the waist.
d. Young men are reminded that for a formal or semi-formal occasion, the appropriate attire must include dress slacks, **(no dress jeans or jeans)**, dress shirt, tie, jacket, and dress shoes. **Young men or escorts are not to wear hats.**

Students who do not comply with the dress code requirements will not be allowed to participate in the event.

6. P.E. Clothes

Student dress should be appropriate for planned physical activities (no pajamas) including appropriate footwear such as tennis shoes/sneakers. No flip flops, crocs, slides, boots, house shoes/slippers, etc. Students who are not appropriately dressed will walk instead of participating in the planned activities.

7.2 ENFORCEMENT AND CONSEQUENCES

Attire may be checked at any time. If a teacher, staff member, or administrative official believes an article of clothing is in violation of dress code guidelines, appropriate measures will be taken. Students may be sent home in order to change into appropriate clothing. If a parent/guardian is unable to provide appropriate clothing for their student, they will be required to purchase an appropriate item from the CFCA School Store. All items will be charged to FACTS accordingly. Class time missed for a dress code violation will count as an absence with appropriate penalties enforced in the missed classes.

THE ADMINISTRATION RESERVES THE FINAL DECISION ABOUT THE APPROPRIATENESS OF STUDENT DRESS

7.3 DISCIPLINE

The student body is advised during the first weeks of the academic year regarding the rules and regulations of the Academy. This advice, coupled with the written statements of policy in this handbook, should help eliminate any doubt as to the behavior that is expected of students at Cape Fear Christian Academy.

Each student is expected to conduct her/himself in a responsible manner at all times. Conduct and/or language not in keeping with Christian standards as judged by the administration or interfering with the educational process is prohibited whether specifically stated in this handbook or not. Any student at Academy functions, both on and off campus, shall be governed by Academy rules and regulations and is subject to the authority of the Academy personnel. Each student is expected to maintain good behavior, to exercise self-discipline, and to display courtesy, kindness, and respect to others.

The Academy feels strongly about helping each student become a more responsible citizen, and one who understands the sincere need for respect for authority, property, government, peers, and self. The Academy will strive to strengthen every student in these areas.

The ATTITUDE that each student always displays either strengthens or hinders the educational process. The Academy has the ultimate goal of each student possessing and displaying an attitude that will create a stronger environment for learning and development. When poor attitudes are encountered, appropriate action will be taken

by the faculty and administration to improve the student's outlook.

Many serious injuries occur during moments of "horseplay." Accidents are never planned. Oftentimes, fights result from students "just kidding," "just joking," or "just playing around." Situations such as these may be very serious and will require immediate attention and disciplinary action. All faculty at any grade level and staff have the authority to correct inappropriate behavior of the students.

There are several methods used to bring about behavior modification. These methods include but are not limited to: after-school campus beautification/detention, probation, suspension, or expulsion. Inappropriate behavior will be dealt with in a manner suitable to the seriousness of the offense. NO EXCEPTIONS to assigned detention periods will be made for athletes or other extra-curricular groups due to games and/or practice schedules. The administration reserves the right to recommend expulsion of a student who does not conform to Academy rules and policies. As a private Christian academy, Cape Fear Christian Academy reserves the right to deny admission to any student. Further, Cape Fear Christian Academy reserves the right to ask any student to leave at any time and for any reason when the administration believes it is in the best interest of the Academy; this also includes the right not to allow students to return for the next academic year.

7.4 HONOR CODE

Students attending Cape Fear Christian Academy are expected to follow Christ's teachings and are to conduct themselves honorably at all times. Cheating, plagiarism, and deception do not bring glory to Christ, and are not tolerated by the Academy. Students of Cape Fear Christian Academy agree to follow the academic Honor Code, which forbids the following violations:

Cheating is defined as any attempt to give or receive unauthorized assistance on academic work.

Examples of cheating include, but are not limited to:

- Copying, or allowing another student to copy, information from a quiz, test, homework, or classwork assignment

- Unauthorized use of materials (e.g. formulas, notes, computers/calculators/cell phones/iPads, smart watches, etc) to complete academic work (note: there may be instances where the use of these materials is approved by the teacher)
- Using unauthorized prior knowledge of information on a quiz or test (e.g., sharing or receiving information about quiz/test questions with students from another section of the same class)

Plagiarism is defined as presenting another person's words or ideas as your own without giving due credit.

Examples of plagiarism include but are not limited to:

- Presenting someone else's work as your own without proper citation or acknowledgment
- Presenting work created by a programmed computer software or system (AI generator)
- Copying someone else's work word for word without using quotation marks and citing the material
- Failing to use complete citations and documentation in a bibliography

Deception is defined as knowingly providing false information regarding academic activities to the faculty, staff, and/or administration.

Examples of deception include, but are not limited to:

- Intentionally making an untrue statement verbally or in writing
- Creating misleading or false impressions
- Forgery of parents'/guardians' signatures

RESPONSIBILITIES:

Students will:

- Abide by the Cape Fear Christian Academy academic Honor Code
- Avoid engaging in cheating, plagiarizing, and deception
- Report any Honor Code violations to a member of the Cape Fear Christian Academy faculty or administration

Faculty and staff will:

- Model appropriate practices and enforce the Honor Code
- Help to create an environment that expects students to adhere to a Christian

academic, social, and moral code
- Report any suspected Honor Code violations to the administration

Parents/Guardians will:
- Encourage their children to maintain Christian standards
- Support the Cape Fear Christian Academy faculty and administration in the enforcement of the Honor Code

CONSEQUENCES:

A student found guilty of violating the Honor Code will receive a punishment in accordance with Academy discipline guidelines.

7.5 DISCIPLINE RUBRICS

These are the possible steps taken once a behavior is brought to the grade-level administrator. Prior to this, teachers may administer consequences as they deem appropriate within their classrooms or throughout the school campus and on field trips.

At times the needs of students will determine variation from this rubric.

<table>
<tr><th>Behavior

Lower School</th><th>1st offense

options for intervention</th><th>2nd offense

options for intervention</th><th>3rd offense

options for intervention</th><th>4th offense

options for intervention</th></tr>
<tr><td>Non-compliance with Classroom rules-as set forth by each teacher</td><td rowspan="8">Log Book Recording

Spoken apology

Warning not to commit offense again

Parent Notification of offense description</td><td rowspan="8">Log Book Recording and referral sent to administration (Lower or Head of School)

Communication with Parent

Spoken or Written apology

Silent lunch and/or withdrawal of classroom privilege</td><td rowspan="8">Log Book Recording and referral sent to administration (Head of School)

Communication with Parent

Spoken or Written apology

Silent lunch and/or withdrawal of classroom privilege

Parent contact</td><td rowspan="8">Moves to Head of School for determination

Communication with Parent

Suspension or Possible expulsion if warranted.</td></tr>
<tr><td>Refusal to pursue academic work, non-participation in class</td></tr>
<tr><td>Disruptive noises or behaviors in classroom, halls, assemblies</td></tr>
<tr><td>Failure to return signed materials from parents</td></tr>
<tr><td>Littering or damaging the campus</td></tr>
<tr><td>Unnecessary physical contact: shoving, pinching, tripping</td></tr>
<tr><td>Dress code violations</td></tr>
<tr><td>Any behaviors that intentionally degrade others- name calling,</td></tr>
</table>

insulting, gossip, mean or rude gestures, vulgar words, etc.		Parent conference Removal from environment Silent lunch/sit for recess	Removal from environment Silent lunch/sit for recess/PE	
Throwing objects or food or spitting at another person				
Dishonesty/not telling the truth				
Inappropriate displays of affection				
Cheating				
Tardiness to school or class				
Unauthorized use of electronic devices of any kind	**Device will be confiscated until the end of the day**	**Device will be confiscated until the parent can pick it up**	**Device will be turned in to the office at the start of every school day**	

Cape Fear Christian Academy Middle & Upper School Level 1 and 2 Discipline Guide

Level 1 Offenses	**1st Offense**	**2nd Offense**	**3rd offense**	**4th Offense**
Refusal to pursue academic work, non-participation in class	Warning recorded in Gradelink	Write-up sent home, filed, and recorded in Gradelink After-school detention Parent Contact Referral to Admin.	Write-up sent home, filed, and recorded in Gradelink After-school detention Parent Contact Referral to Admin. .	Moves to Level 2 Offense
Disruptive noises or behaviors in class, halls, assemblies				
Littering on campus				
Dress code violations				
Tardiness to school or class				
Unauthorized use of electronic devices of any kind	Device confiscated until the end of the day	Device confiscated until the parent can pick it up	Device turned in to the office at the start of each day	

Level 2 Offenses	**1st Offense**	**2nd Offense**	**3rd offense**	**4th Offense**
Repeated Level 1 offenses (more than 3)	Write-up sent home, filed, and placed in Gradelink After-school Detention Teacher, student, parent, administrator conference Refer to Admin.	Write-up sent home, filed, and placed in Gradelink After-school Detention Out of School Suspension Teacher, student, parent, administrator conference Refer to Admin.	Write-up sent home, filed, and placed in Gradelink After-school Detention Out of School Suspension Teacher, student, parent, administrator conference Refer to	Moves to Level 3 Offense
Throwing objects in class, hallways, or assemblies				
Vulgar words or obscene gestures (written, verbal, or acts)				
Dishonesty				
Instigating/encouraging a fight				
Abuse of Academic property				
Horseplaying				

Threats-spreading rumors-intimidation or other bullying behavior			Admin.	
Inappropriate touching/inappropriate displays of affection				
Violation of acceptable use policy (internet, iPad, laptop, social media				
Skipping school or class sections				
Disrespectful to teachers or staff members				
Unnecessary physical contact, such as shoving, pinching, tripping				
Any behaviors that intentionally degrade others-name calling, insulting, gossiping, mean or rude gestures, etc.				
Visiting vehicles in the student parking lot during the school day				

Cape Fear Christian Academy Middle & Upper School Level 3 and 4 Discipline Guide

Level 3 Offenses	1st Offense	2nd Offense	3rd Offense
Repeated Level 2 Offenses (more than 3)	Write-up sent home, filed and recorded in Gradelink. Out of School Suspension Parent conference with Administration. Restoration of property Referral for Counseling (as appropriate) Placement on conduct probation. Refer to administration	Write-up sent home, filed and recorded in Gradelink. Out of School Suspension Restoration of property Referral to Disciplinary Committee and possible expulsion	Moves to Level 4
Petty Theft			
Leaving Campus without Permission			
Profanity directed toward staff			
Vandalism/destroying or defacing property			
Throwing objects to cause harm or damage			
Possession of tobacco or e-cigarette			
Possession or use of firecrackers, fireworks, or any flammable material			
Fighting			
Cyber-bullying			
Sexual harassment			
Tampering with school alarms of any kind			
Reckless driving/speeding on campus			
Cheating/plagiarism/forgery/will lose credit on the assignment or complete again for reduced credit			

Level 4 Offenses	1st Offense
Repeated Level 3 Offenses (more than 2)	Immediate suspension with possible expulsion. Report to the Sheriff's Dept. as required by law.
Extortion/robbery/theft	
Possession or use of weapons, including, but not limited to, explosives, firearms, and knives of any size	
Battery, physical assault	
Possession or under the influence of drugs/alcohol	
Possession of drugs/alcohol for sale or substitute substance	
Threats, verbal or physical assault of academy personnel	
Harassment, threats, or intimidation of a serious nature directed at another student	
Gang-related activity	
Sexual acts	
Internet printing of or display of pornographic materials	
Criminal acts	
On campus without faculty or staff supervision after school hours vandalism/breaking and entering	

The administration reserves the right to establish fair and reasonable rules and regulations for behaviors requiring consequences that are not covered in this rubric and/or handbook that may arise. Behaviors omitted from each rubric should not be interpreted as limiting the scope of the Academy's authority in dealing with any type of infraction that may occur. The Academy reserves the right to discipline misbehaviors deemed not in the best interest of the safety and welfare of any student, staff member, or school-sponsored event, even if not included in any rubrics. Official records of student disciplinary action are kept in Gradelink.

7.6 CONDUCT PROBATION

At the discretion of the administration students may be placed on conduct probation at the beginning of a new academic year or semester based upon behavioral difficulties

displayed during the previous academic year or semester.

7.7 TOBACCO, ALCOHOL, ILLEGAL DRUGS/SUBSTANCES

The possession or use of tobacco products, e-cigarettes, alcoholic beverages, illegal drugs/substances, or the improper use of legally obtained drugs/substances by Academy students will **NOT** be tolerated. Pupils who engage in this kind of misbehavior at home or away from the Academy demonstrate that they are in conflict with the Academy's basic mission and philosophy. No student will be allowed on Academy property or be present at an Academy activity after having consumed alcoholic beverages. A breach of these standards could result in expulsion. The use or possession of ILLEGAL drugs/substances (including tobacco, e-cigarettes, and alcohol) on campus or at an Academy-sponsored activity may result in expulsion. The Academy seeks to work with parents/guardians to teach and encourage students to avoid the use of and involvement with tobacco, vaping, alcohol, and drugs. In order to foster a drug-free environment, the Academy has established the following policies and procedures.

Due to the seriousness of drug use/abuse among our nation's youth, parents/guardians are encouraged to look for warning signs of illegal drug use by their children. In order to give our students another reason to "say NO to drugs" AND to HELP identify those needing support, counseling, and treatment, the Academy has instituted a drug testing program. At the sole and absolute discretion of the administration, any student may be asked at any time to take a drug test of the Academy's choosing. The Academy will pay for such drug testing. Any student who refuses to submit to drug testing or who, in the opinion of the administration, makes an effort to tamper with, alter, or sabotage the test in any manner (including, but not limited to the shaving or other removal of body hair) will be dismissed from the Academy.

A student testing positive on a drug test for the **FIRST** time **MUST** participate in professional counseling and treatment at the family's expense as deemed appropriate and satisfactory by the administration. These students will also be subject to on-demand retesting at the discretion of the administration and with the families' paying for such.

A SECOND positive drug test WILL result in immediate dismissal.

7.8 WEAPONS

Students are NOT permitted to have firearms of any kind (including facsimiles, air rifles, and paintball pistols), knives (including pocket knives), box cutters, brass knuckles, chains, explosive devices, or similar weapons. **Possession of weapons is a Level 4 offense which**

may result in expulsion from the Academy.

7.9 RESTRICTED AND FORBIDDEN ITEMS ON CAMPUS AND AT ACADEMY EVENTS

The following items are NOT permitted in academic buildings or on Academy property and will be confiscated and dealt with as offenses: cigarette lighters, laser beams/lights, and any other item which disrupts the educational process or is deemed as inappropriate or contrary to the promotion of a Christian atmosphere by the administration.

Fireworks, stink/smoke bombs, knives, guns, weapons, explosives, and any other items which present a danger to any person are banned from the Academy campus. These items, if found, will be confiscated and dealt with as offenses.

Various personal electronic devices (e.g. iPods, cell phones, smart watches, etc.) are allowed on campus and at Academy events. All devices MUST be turned off during instruction and kept out of sight OR be subject to confiscation by faculty members and the administration.

Special Note: Except in the need to use for self-defense, any student discharging mace, pepper spray, and the like on campus or at any Academy activity (on or off campus) will be suspended off campus for multiple days (at the discretion of the administration) with the possibility of expulsion.

7.10 OFFICE TELEPHONE/MOBILE DEVICE USE

The office phones are business phones and must be kept open to conduct Academy business. If a genuine emergency arises during the day, a student should call their parent from the classroom phone in which they are in. It is preferred that parents/guardians not call the Academy during the day to leave messages for their children. Please make arrangements each morning before arriving as to your child's transportation needs, lunch money needs, etc.

- **All students are not permitted to use mobile devices/cell phones/Apple (smart) watches during the academic day. These devices should be turned off and stored in the student's backpack. Exception: US students are allowed to use their phones during US lunch.**

It should be noted that the USE of mobile devices and/or cell phones and/or smart

watches on campus during instructional hours are NOT permitted. The intentional use of a mobile device and/or cell phone and/or smart watches is a disciplinary offense. Mobile devices and/or cell phones MUST be COMPLETELY turned off and kept in their bookbag during instructional hours unless specific permission is granted by a faculty or staff member for teaching purposes such as facilitating a Kahoot review game. Violations of this rule may result in the confiscation of the mobile device/phone. The mobile device/phone will ONLY be returned to the student's parent/guardian in a personal visit with an Administrator. Mobile devices and/or cell phones may NOT be picked up UNTIL after 3:00 pm.

7.11 *SEXUAL HARASSMENT AND CHILD SAFETY/TOLERANCE POLICIES*

Cape Fear Christian Academy has zero tolerance for abuse in any manner, at the site or with activities and programs.

The Academy is committed to providing a safe, secure environment for all children. Any report of inappropriate behaviors or suspicions of abuse will be reported immediately to our supervisor/owner for follow-up in accordance with this post-allegation policy and requirements of state laws/agencies and DFACS.

We must consider the best interest of each child in every program. An allegation may be the result of adult to child or child to child actions.

If volunteers or staff members see any inappropriate behaviors (policy violations, neglectful supervision, boundary violations, poor role-modeling, etc.) or threats of or suspected abuse (physical, emotional, or sexual) it is their responsibility to at once report the observations to an immediate administrator who will then contact the Head of School for follow-up.

Engagement Protocol:

- We will report when an employee/volunteer witnesses or learns about sexual abuse of youth by any of the following individuals: Volunteer/employee. - Another youth within the organization. - Someone outside of the organization (e.g., caregiver). Once a child or staff member reports an allegation of sexual abuse/sexual contact/touching, or what appears to be sexual misconduct to a staff or volunteer, we take it seriously by immediately contacting a Principal or the Head of School.
- If the reporter is an adult, we will obtain details on the suspect behavior/observed interactions, time, date, and any intercession to stop the suspicious behavior
- We will follow through with the reporting guidelines to agencies and insurer.

A Child Who Reports:

- In every instance, if a child approaches with an allegation, we will let the child know that they did the right thing by telling what has happened, and that we are there to help them. Emotional safety for the child is very important.
- For children who report: The child disclosing abuse or neglect may feel ashamed, angry, scared (especially that you won't believe him/her), and/or powerless. You may feel outrage, anger, frustration, sadness, disbelief, or disgust in response to what the child is telling you. However, it is of UTMOST IMPORTANCE that you remain calm and in control of your emotions. Children pick up on every little reaction and may close down if they suspect you are having a negative response. In order to help the child, it is important that you stay calm in order to be able to reassure the child that you will see to it that something is done to help keep him/her safe.

DO:

- Listen carefully to what the child is saying
- Tell the child you believe him/her
- Tell the child the abuse was not his/her fault
- Let the child know you will make a report to help stop the abuse

DO NOT:

- Make promises you cannot keep, such as promising that you will not tell anyone
- Push the child into giving details of the abuse; your job is to listen to what the child wants to tell you, not investigate
- Ask direct questions to the child – this could be harmful to the investigation
- Discuss what the child has told you with others who are not directly involved with helping the child

The complete texts of the Supplemental Student and Athletic Safety Policies as well as the Academy Post Allegation Crisis Management Plans are accessible.

7.12 *HALL PASSES*

Students are not permitted to leave the classroom during the class periods unless they are accompanied by a teacher, or have a hall pass or note from a teacher or administrator. Anytime a student leaves the classroom, the teacher must issue a hall pass or note for the student to carry with them. If students are excessively out of classes, their

privilege to leave the classroom may be revoked. **No students are allowed in the gym at any time unless they are under the direct and personal supervision of an employee of the Academy.**

7.13 *SEARCHES*

Lockers, desks, and other Academy property remain at all times the property of the Academy and are subject to search at the discretion of the administration. The Academy's property may not be used for any unlawful purpose. Any unlawful, disruptive, or dangerous material found in or on Academy premises will be confiscated and where appropriate, reported to law enforcement authorities.

Administrators may search or authorize a search of the property of any student, including vehicles and electronic/cellular devices when based upon facts supporting reasonable suspicion to believe a student is concealing prohibited material. When a specific search is conducted, except pursuant to life, health, and property, the student may be invited to be present during the search, which will be witnessed by one other Academy official. The Academy reserves the right to use search dogs at the administration's discretion for periodic, random searches.

7.14 ENERGY DRINKS

With the exception of US students, energy drinks are not permissable on campus or at any off-campus event.

7.15 *SCIENCE LABORATORY RULES*

Students must obey the rules listed below as well as any other, which might be given by the teacher for each lab. Failure to do so will result in removal from the lab for the remainder of the period and a reduction in both lab and conduct grades. In severe cases, the privilege of participating in lab activities may be forfeited.

2. Never enter a lab or approach a demonstration setup without the supervision of the science teacher.
3. Do not open or enter lab storage closets.
4. Do not open storage containers or lab table drawers without being directed to do so by the teacher.
5. Know the location and proper use of all safety equipment (fire exit, fire blanket, eyewash, safety shower, and first aid kit).
6. Never horseplay or play practical jokes.

7. Read and/or listen to and follow all directions.
8. Do not perform unauthorized experiments.
9. Keep laboratory work areas clean and free of unnecessary papers, books, and equipment.
10. Always wear safety goggles when working with heat sources, chemicals, or other substances, which may get into the eye.
11. It is advisable not to wear contact lenses in the lab. (Some labs may prohibit contact lenses.)
12. Do not taste any substance in the lab.
13. Do not eat, drink, or chew gum in the lab area.
14. Immediately report all accidents and/or chemical spills to the teacher.
15. Dispose of broken glass in the container provided.
16. Tie back long hair and loose clothing. Remove dangling jewelry.
17. Never go barefoot in the lab.
18. Always wash hands after the lab.
19. Obey specific rules associated with each lab/class.
20. Students are responsible for cleaning assigned lab areas.
21. Students are financially responsible for glassware or labware breakage when the breakage is due to student negligence.

Section 8: Awards and Recognitions

8.1 *UPPER SCHOOL AWARDS*

Academic awards will be given to students in an assembly in the spring. A full listing of all awards and procedures are available in the Academy's office. Awards offered include: Highest Academic Average, Second Highest Academic Average, and/or Most Improved.

Students who have been suspended (including on-campus or off-campus) may receive awards from outside sources unless the offense had a direct bearing on the award (i.e. cheating would negate the receiving of the award). No academic awards will be given to students who have received out-of-school suspensions and no academic awards will be awarded for in-school suspensions if the reason for the suspension(s) were academically related (cheating and the like). Academic awards may be received, including participation in the program, if there is only one in-school suspension and it is for

a non-academic reason. No academic awards can be received for two or more in-school suspensions for any reason. This policy holds for each academic year, and then starts over. It is not cumulative in nature.

8.2 *Beta Club*

Students who possess qualities of leadership, scholarship, and character and who have a cumulative weighted academic average of 3.65 and no individual course grades below a C+ (77) will be eligible for membership in the Beta Club. An average of 3.65, no individual course grades below a C+ (77), attendance at all meetings, and ten service hours completed outside of the Academy must be maintained to remain a member in good standing. Students must be enrolled at the Academy for a minimum of one semester prior to being invited to participate in all Beta Club activities.

8.3 *MARSHALS*

To be eligible, a student must have a cumulative GPA of 3.25 and have been enrolled at the Academy for the entire academic year. Marshals will be announced at Senior Chapel. The Chief Marshal will be the junior with the highest cumulative average. Selections for marshals may include three juniors, two sophomores, and two freshmen. All Marshals **will be required to take** all exams. The Academy reserves the right to revoke this privilege.

8.4 *VALEDICTORIAN & SALUTATORIAN*

To be eligible for these awards, the seniors must have a cumulative average of 3.25 and have been enrolled at the Academy for a minimum of two years. Valedictorian and Salutatorian will be announced at the End-of-the Year Award's Banquet. This allows time for program printing and speech preparation. The senior with the highest cumulative average will be the Valedictorian and the senior with the second highest cumulative average will be Salutatorian.

Section 9: Miscellaneous

9.1 *STUDENT VEHICLES ON CAMPUS*

Due to safety and security concerns, all students who drive to the Academy MUST register their vehicles with the front office. Students driving vehicles to the Academy should park in the designated student parking lot, which includes the lot facing Erwin Chapel Road at the end of the soccer field. All drivers should exercise extreme care and drive **SLOWLY** while on campus due to the large number of small children in the area. Students may not park by any curbs or any other areas marked "No Parking".

- Students may ONLY go to their cars during academic instruction hours when given permission by a teacher or staff member with a note (date/time/location).
- Students may not arrive late without following the check-in procedures.
- Students may not leave without following checkout procedures, and to do so constitutes cutting class.

Students who fail to observe all rules and traffic regulations on campus may be subject to disciplinary action, including the loss of driving privileges.
Vehicle operation/parking by students is a privilege and not a requirement. Vehicle owners assume all risks of possible vehicle damage when allowing student operation/parking of the vehicle on campus.

In order to receive a parking permit, students must complete the following application/contract, follow all rules, and submit all paperwork prior to being assigned a parking pass. Student parking passes can be revoked at any time for any reason as the Academy sees fit. Any lost parking passes will result in a $25 replacement fee.

Parking Pass Paperwork Parking Pass Application

9.2 *INCLEMENT WEATHER AND ACADEMY CLOSING*

Parents/guardians will be notified about Academy closings due to questionable weather conditions or other emergencies via the Academy's GradeLink text and email

communication system. **Parents/guardians are requested NOT to call the Academy regarding closings, but to read notices. When numerous calls are made to the Academy, our phone system gets overwhelmed and our office staff are unable to adequately handle the sheer volume of calls. Keep your Gradelink text number and email updated.** For this reason, it is critically important that parents/guardians keep the Academy informed regarding changes in cell, work, and home phone numbers, as well as email addresses.

In addition, families are expected to use their good judgment as to whether conditions in their neighborhoods preclude students' safe arrival at school. In the case of a tornado warning at dismissal time, your child should be left at school until the warning has been lifted.

9.3 STUDENT ILLNESS AND MEDICATION GUIDELINES

Please note the following procedures which MUST be followed:

1. Parents/guardians will be contacted by phone if their children become ill during the school day. Parents/guardians must make arrangements to pick up their children with temperatures of 100.4 or higher or any symptoms of a contagious nature. Students must be fever free without medication and vomiting free for 24 hours before returning to the Academy.
2. Parents/guardians and physicians must sign medication forms provided by the Academy before any medication will be dispensed. This includes prescription and nonprescription medications. Students will not be permitted to carry medications on their person except for inhalers and/or emergency-type medications such as an Epipen.
3. Prescription medications must be in a current, pharmacy-labeled bottle with the students' names, doctors' names, medication names, strengths, dosages, methods of delivery, and times to be given at the Academy. Parents/guardians may request two bottles from the pharmacy (one for home and one for the Academy).
4. Samples of medications from doctors' offices' must include names of the medication, dosages and the amounts to be dispensed. All medication must be in original containers, and a doctor's signature is required. Please do not send any medications to the Academy in a ziplock bag.
5. When medication is a non-prescription (over the counter), it should be in original unopened sealed containers. All manufacturers' labeling plus the students' names should be clearly visible on the containers. Over-the-counter medications will not

be provided by the Academy (Tylenol, Advil, cough drops, etc.). **Doctors' signatures are also required** for over-the-counter medications (especially for students who have chronic issues and need to take these often). This includes students who suffer from migraine headaches, acid reflux, menstrual cramps, and muscular/joint pains.

6. Controlled medications such as ADD medications (Adderall, Ritalin, Focalin, etc.) should be delivered to the Academy by parents/guardians. Students should never deliver these to the Academy.
7. When medication is completed, or at the end of the academic year, parents/guardians should pick up any unused medication. If it is not picked up by the last day of school, it will be destroyed appropriately.
8. New forms must be completed every academic year even if the medication has not changed.
9. Parents/guardians must inform the Academy of any health problems in writing that might cause problems while children are at the Academy. For students with chronic health conditions, please, supply the Head of School and office staff with physicians' statements regarding diagnosis, prognosis, and treatment.

9.4 HEALTH/MEDICATION ISSUES

North Carolina Law requires all students to present to Academy officials a certificate of Immunization (or exemption). The appropriate form may be obtained from your doctor or the Department of Public Health. A copy of the birth certificate is also required. **NOTE: Parents/guardians should make every effort to make sure their child's immunization card is not out-of-date.**

Students must stay home from the Academy for contagious diseases.

- Pink Eye (Conjunctivitis) – Students may return to the Academy after 24 hours of prescribed medication.
- Strep Throat – Students may return to the Academy after prescription medication has been taken for 24 hours and the student is fever free for 24 hours.
- Head Lice – Students discovered to have lice are required to remain at home during treatment and must be cleared by the Head of School before returning to the Academy.
- Chicken Pox (Varicella) – Students must be kept out of the Academy 5 days after the appearance of the first crop of vesicles or when all lesions have

dried and scabbed over.
- Fifth Disease – Students may return to the Academy if no fever is present.
- Meningitis – Students will be excluded from the Academy until their physician releases them to return to the Academy.
- Ringworm – Students may return to the Academy after treatment has begun.

9.5 STUDENT INSURANCE/LIABILITY

Cape Fear Christian Academy is concerned with the well-being of its students. All families are offered voluntary accident insurance through an independent provider. Information regarding this program will be distributed during the first week of school. All applications and payments for this voluntary program must be sent directly to the provider as specified.

Information may also be obtained from the business office. The Academy does NOT maintain student accident insurance. Cape Fear Christian Academy, its Board of Directors, employees, agents, contractors, and volunteers shall not be responsible or liable to any parent, legal guardian, or student for any injury to or death of any student or other person or any damage to or loss or destruction of any property of any student or any other person caused by or resulting from any cause whatsoever.

To the full extent allowed by the law, all parents and legal guardians, and students agree by accepting admission into Cape Fear Christian Academy to release Cape Fear Christian Academy, its Board of Directors, employees, agents, contractors, and volunteers, from any and all liability and claims of liability of any and every kind whatsoever (including illness, accident or injury) arising or resulting from or in connection with any loss of life, personal or bodily injury or property damage, sustained at, stemming from or in any way related to Cape Fear Christian Academy and/or its physical Academy grounds, including while participating in any Academy program or event (but no party shall be released from any claims, liabilities, losses and/or expenses resulting solely from his, her, or its intentional misconduct). This would include, but not be limited to, any sports program, extracurricular activity, performance event, etc. whether on or off the physical Academy grounds.

The Academy reserves the right to seek emergency medical treatment in the event of an illness, accident, or injury for our students when deemed necessary stemming from or in any way related to such emergency medical treatment obtained for students. In addition, to the full extent permitted by law, such parents, legal guardians, and students agree to indemnify, hold harmless and defend Cape Fear Christian Academy, its Board

of Directors, employees, agents, contractors, and volunteers from and against any and all claims, actions, damages, liability and expense including, but not limited to, reasonable outside attorneys' and other professional fees in connection with any death of or bodily or personal injury to any person or persons or any damage to or loss or destruction on any property in any way arising or resulting from, or related to any of the claims, liabilities, losses and/or expenses set out in this paragraph.

9.6 *LOCKERS*

Students in grades 6-12 will have the option to register for a locker at the beginning of the academic year on a first come first serve basis. Lockers remain the property of the Academy and are subject to search by the administration at any time without prior notice. Students MAY NOT swap lockers without administrative approval. It is recommended that students visit their lockers only during designated times. Students are to care for their lockers by keeping them neat and orderly and free from trash. Students should not give out their locker combinations to other students or share lockers with other students. Lockers must NOT be used in any way that is inconsistent with legal standards or Academy rules.

Locker doors should not be forced open or closed or slammed. Students may not place stickers or decals on or in their lockers. Students who damage or deface a locker must pay the replacement price of the locker. The use of a "locker mate" is encouraged and will help organize the space for better use.

Book bags must not be left in places where they easily pose a safety hazard. They must not be left on the floor of the hallways, nor should they be left outside of the huts. At the end of the academic year or upon withdrawal, lockers must be completely cleaned out. This is the responsibility of the student renting the locker. A locker-cleaning fee of $25.00 will be assessed for those failing to comply.

9.7 *VISITORS/DELIVERIES*

Any parent/guardian or visitor to the Academy **MUST** report to the reception desk in the front lobby, sign the "Visitor's Register", and obtain a visitor's pass **BEFORE** proceeding to any other point on campus. All visitors must be at least 21 years old or accompanied by

an adult. If a parent/guardian needs to see his/her child, the student will be called to the office. Articles left at home or in cars and later delivered to the Academy may be brought to the main office and left at the window. Items brought to campus will **NOT** be delivered to students, but may be picked up by them on their own initiative. While classroom visits by parents/guardians are encouraged, they should be scheduled so that classroom instruction is not interrupted. Friends of students should not be on campus during school hours without permission from the administration.

9.8 LUNCH PROGRAM

The cafeteria has a lunch program available to all students for catered lunches, cooked lunches, and pizza days. A monthly menu will be published and pre-ordering required to participate in lunch. Students may bring their own lunch from home.

Preschool and Lower students will eat their lunches at specific times in their room or cafeteria. Due to the number of students and the short time period allotted for lunches, no microwave lunches are permitted.

Middle and Upper students will eat their lunches in the designated areas. Students in these grades may bring their lunches, or purchase sandwiches, condiments, etc. from our lunch ordering system. Milk or juice will be available.

Parents/guardians bringing food from restaurants and cafes must check in with the front office. **Neither parents/guardians nor students may utilize food delivery services such as DoorDash, Uber Eats, Grubhub, pizza delivery, etc.**

Should students forget lunch boxes or lunch money and parents/guardians bring such to the Academy for them, these **MUST** be left in the main office. It is the **STUDENTS' responsibility** to check to see if parents/guardians have brought their lunch box or money. Lunches should be marked with the students' names and grades. Students will not be called to the office individually to pick up lunches or money that have been brought to the Academy.

During designated lunch period, students are:

- to remain in the designated area until the end of the lunch
- to clean up after themselves making sure to deposit all trash in the provided trash cans
- **not** to be excessively noisy
- **not** to be playing during this time

- **not** to carry furniture from inside the building to the outside area
- **not** to be in the gym

Lunch accounts should be preloaded with funds before the first day of the school year using the MySchoolBucks.com program. You can find this link with instructional prompts under the "quicklinks" tab on the CFCA website. Your child's lunch account may be paid weekly, monthly or on an as needed basis; however, it is the parent's responsibility to ensure that your child's account does not become negative.
Should a student's lunch account fall more than $30 in the negative, students will not be allowed to purchase any additional items from the lunch room until all monies are paid in full.

9.9 SENIOR LUNCH

As a privilege, seniors with grades 75 and above in **all** classes are allowed to eat lunch off campus once a month **(Fast Food Friday or Senior Off-Campus Group Lunch)**. Parent/guardian permission will be obtained prior to the student's attendance.

IMPORTANT NOTICE: If a student does not return to school after lunch, their absence will be recorded as a truancy/cutting class and will not be able to be cleared with a parent/guardian note.

Cape Fear Christian Academy may revoke permission to leave campus at lunch if the behavior of the student is not satisfactory. Permission to leave campus may also be revoked if tardiness becomes a problem. Students transporting other students without appropriate permission, bringing outside food on campus, or violating any other school policies and/or procedures may result in the removal of the off-campus lunch privilege.

- First Offense – Lunch pass privilege revoked, and can be restored after one (1) month
- Second Offense – Lunch pass privilege revoked, and can be restored the following nine-week quarter
- Third Offense – Lunch pass privilege revoked the remainder of the academic year

Student parking pass privilege may be revoked as determined by the Head of School for any reason.

9.10 LOST AND FOUND

All personal items need to be marked with students' names. Clothing should have the student's name on the garment tag. Items found will be turned into the GYM. Lost articles

that are not claimed or without a name will be donated to charity or discarded on the first of every month.

9.11 *STUDENT VALUABLES*

Students are urged not to wear expensive jewelry nor bring large sums of money to the Academy. The Academy cannot be responsible for any lost or missing valuables.

9.12 FIELD TRIPS

Since field trips are excellent means for broadening our students' horizons, Academy faculty members make effective use of them. **Field Trip Permission Slips** are sent home prior to all such trips. These must be signed and returned to the appropriate teacher before any pupil will be allowed to participate. Unless otherwise notified in writing, only the custodial parent's permission will be sought, and ONLY it will be acknowledged unless prior written authorization of another's has been received by the Academy. Academy rules and standards of behavior and conduct apply fully on all such trips. Student attire must meet the school dress code.

9.13 *FIRE, EAGLE ALERT, AND TORNADO DRILLS*

There will be both announced and unannounced drills during the academic year. Instructions for evacuation of the buildings and/or where to go to a place of safety will be posted in each room. During these drills, students must keep in line, walk (no running) and be quiet. Each student is to remain with his/her class.

In a tornado drill, students will be required to sit on the floor in designated safe-spaces in a tucked position with arms covering their heads. Fire drills will commence with the sounding of three short rings of the bell, followed by a pause and another three short rings. Tornado drills will commence with the continual ringing of the bell. Eagle Alert drills will commence with five short rings of the bell followed by one long ring. After these drills, students will be notified to return to their classes by two short rings of a loud bell.

Designated Areas:

Aldredge Building – along hallway, in bathrooms, and in the teacher's lounge
Bain Building – along hallway

Wellons Building – along hallways
Huts 1 - 2 — Aldredge Building – along the hallway, in the bathrooms, and in the teacher's lounge
Huts 3 - 11 — Gym
Gym – Classes at front – boys' and girls' bathrooms
Back classroom or students in gym – Gym

9.14 *ACCEPTABLE USE POLICY*

Cape Fear Christian Academy is committed to exposure to advanced technologies in the classroom as a tool to expand learning opportunities and conduct scholarly research. The use of technology facilitates global research and collaboration - a vital skill for our 21st-century learners.

This Acceptable Use Policy (AUP) governs the use of technology at Cape Fear Christian Academy and provides clear and concise guidelines regarding the appropriate use of technology at the Academy. The Acceptable Use Policy covers any electronic device (whether Academy-owned or privately owned) brought to the Academy for use during the Academy day or at Academy-sponsored events.

Students attending Cape Fear Christian Academy are expected to follow Christ's teachings. In accordance with the Academy's Honor Code, students are to conduct themselves honorably at all times, exercising good judgment and utilizing technology with integrity.

Students must also be aware that degrading, disrupting, damaging, or defacing online services or equipment is considered a crime under state and federal law. These laws apply to tampering with computer hardware, computer software, vandalizing/modifying data, maliciously distributing viruses/malware, attempting to gain access to restricted or unauthorized services, networks, or machines, harassing behavior, and violating copyright laws.

Accessing the Cape Fear Christian Academy Network

- **Students may not use the Academy network for personal or private use**

- Students may not use the Academy network to access inappropriate content, not limited to items of sexual or pornographic in nature, extremist or militant materials, gambling, or violent or abusive images and content
- Students may not use any software or hardware designed to disrupt the security of the Academy network or any devices attached to the network
- Students may not use the Academy network for file sharing
- Students may not provide access to the Academy network to other individuals
- Students may not use the Academy network to stream games, movies, or music unrelated to the assigned in-class activity
- Cape Fear Christian Academy is not responsible for damaged or lost data transferred through the Academy network

Other Networks

- **Students are prohibited from using personal hotspots or virtual private networks on campus.**

Copyright, Plagiarism, and Security

- All installed software and apps must be a legally licensed copy
- Students may not share files or use file-sharing software or apps
- Students are required to give proper credit to all sources used in assignments (whether quoted or summarized), including graphics, movies, music, text, ebooks, e-journals, etc.
- Students may not save copyrighted images to any device
- Students must secure and maintain private passwords for all accounts/devices

Electronic Communication

- Students will limit Academy owned devices to school-related communication
- **Students will limit all communication with privately owned devices to assigned times**
    - **Preschool and Elementary school students are not permitted to use privately owned devices during the academic day, including but not limited to cell phones, laptops, tablets, smartwatches, etc.**
    - **Middle and Upper school students are not permitted to use privately owned devices during the academic day, including but not limited to cell phones, tablets, smartwatches, etc.**
- Students are prohibited from utilizing any device during Academy programs or Chapel.

- Students must observe appropriate language and proper etiquette in all electronic communication, including email, SMS messaging, MMS messaging, chat rooms, blogging, video calls, and social media.
- Students are prohibited from distributing spam or chain letters or distributing or participating in harassing communications.
- Students should be aware that cyberbullying is a crime under state law § 115C-407.15 and, therefore, should refrain from creating false accounts or distributing communications or materials that are cruel, hurtful, or create a hostile environment.
- Students must not provide usernames, passwords, email addresses, phone numbers, addresses, or any other personal information about themselves, other students, faculty, staff, or administration to anyone outside of the Academy without prior parental/administrative consent.

Audio/Visual/Video/Camera Use

- Audio, video, and cameras should remain off unless required for an assigned activity.
- Students will provide their own earphones for individual assignments requiring sound.
- Students are not permitted to record or capture any audio, video, or pictures without the expressed permission of all parties being recorded or captured, including assigned activities.
    - Students must have a photography/videography release on file with the office or provide expressed written consent from a parent or legal guardian.

Cape Fear Christian Academy Notifications and Rights

- All devices issued/provided by the Academy remain the property of the Academy.
- The Academy reserves the right to inspect the content of ***any*** device with or without cause.
- The Academy will monitor all Academy-owned devices for website access, software, bandwidth, and network use.
- The Academy takes no responsibility for activities conducted on the Academy's devices or networks.
- The Academy reserves the right to remove content or retain any devices on the Academy's campus if infractions to the AUP are incurred.
- The Academy will collect and use students' personal information insofar as is required to create student accounts for educational purposes in accordance with the parental consent provided as a requirement for the Child Online Privacy Protection Act.

Important Notes

- Students in grades 9-12 are responsible for providing their own electronic devices (Chromebooks not permitted).
- Students in grades 6-8 are responsible for providing their own electronic device, which must operate exclusively on a Chromebook system. Devices operating on Windows or MAC systems are not permitted for use by students in middle school while on the CFCA campus.
- Students in grades K4-12 will be provided an Academy email address (example: firstname.lastname@cfcaeagles.com) for school use only.

Important Notes

- Students in grades 6-8 are required to have a Chromebook; Macbooks, PCs, Ipads, and tablets are not permitted in middle school.
- Students in grades 9-12 are required to have their own PC, or Macbook.
- Students in grades 4-12 must turn in a signed AUP form prior to utilizing the Academy's network.
- All students must also complete the Technology Pledge and Authorization form prior to borrowing any device or accessory from the Academy.
- Students in grades K4-12 will be provided an Academy email address

9.15 Technology Pledge and Authorization Form

1. I will take care of my registered device
2. I will not leave my registered device unattended, with other students, on the floor, outside, in checked luggage, in a vehicle, or unsecured outside of a classroom or locker
3. I will not disassemble, jailbreak, or deface my registered device
4. I will not update, delete, or modify any files or apps on devices owned or created by the Academy
5. I will keep my registered device appropriately **charged** so that I am prepared for all classes
6. I will use cloud-based storage or backup my own data (Google Drive, Dropbox, Evernote, etc.)
7. I will not download unapproved software/apps on my registered device
8. I will not keep food or beverages near my registered device
9. I understand that my device is subject to inspection with or without cause
10. I will return the Academy device when requested or will pay the total cost of replacement for a new device at the current price.

11. I will follow all policies outlined in the Student Handbook, including the Honor Code and Acceptable Use Policy
12. I will immediately report any known violations of the Acceptable Use Policy or Pledge to an office staff member or administrator in writing
13. I am responsible for the following:

Description	Notes	Amount
Academy Device Insurance Deductible	Academy-owned iPads/Laptops that are returned with damaged corners, cracked screens, or do not turn on	$200/per incident charged to the student's FACTS account
Laptop Replacement	Academy Laptops that are not returned or are lost	$375.00/per incident charged to student's FACTS account
Laptop Charger Replacement	Academy laptop chargers that are not returned or are lost	$25/per incident charged to student's FACTS account
Removal of Unapproved Software/ Apps	iPads/laptops that are found to have unapproved software, apps, updates, illegal copyrighted material, or must be restored due to the student violating the AUP or Pledge	$25/first incident $50/subsequent incidents charged to the student's FACTS account
Late Fee	Academy Laptops/chargers that are not returned at the end of the Academic day and are taken home with the student	$25/per incident charged to student's FACTS account
Key FOB Replacement	Lost/broken key FOB replacement and programming for entrance into the Academy	$25/per incident charged to the student's FACTS account

Outstanding fees from damaged or missing Academy devices will result in a hold placed on all grades, transcripts, diplomas, and any other Academy records. Academy devices are not repaired or reissued until fees have been paid. Personal registered devices are not repaired at the Academy.

Note: Students must bring a signed copy of the acceptable use policy and student handbook acknowledgment to receive technology items or use the student network.

9.16 *iPad, Computer, and Technology Frequently Asked Questions*

- **Do Preschool and Lower students use iPads or laptops?**
  Yes, the Lower teachers have access to a set of laptops for Academy use. Fifth and fourth-grade students have a dedicated set for use in their classrooms. Lower students have exposure to technology through a weekly special with a dedicated technology instructor that works with their teacher to provide appropriate integration of learning, including typing, writing, and mathematics with exposure to technology
- **What if the student leaves their registered device at home?**
  Laptops are treated just as a notebook or textbook for disciplinary infractions. Handbook rules apply. If available, students may borrow an Academy device for use only on campus for the academic day. If the device is not returned on time, the student will be charged a late fee for the return as stated in the fees table above.
- **What if the registered device battery is not charged?**
  Students are responsible for charging the registered device daily. A dead battery will be treated as not being prepared for class.
- **Can students download personal apps/content on the registered device?**
  Students may only use the technology at the Academy for related apps and content for learning purposes. All use of the CFCAAfterschool, CFCAMS, and CFCAUS Wifi networks must be for academic purposes ONLY.
- **What activities can be completed on the registered device?**
  Students may take notes, read text, take assessments, view websites, conduct and collect research, compose papers and projects, read and compose music (for choral/music students), create flashcards and practice quizzes, create movies and presentations, stream live events, complete lab simulations, and more. Students may not participate in activities that are not for the purposes of their courses on the wifi networks at the academy.

9.17 *Asbestos Statement*

Asbestos Statement for Student/Parent Handbook 2025-26

To: ALL PARENTS AND STAFF OF CAPE FEAR CHRISTIAN ACADEMY

FROM: DAVID CRANE, ACCREDITED MANAGEMENT PLANNER

RE: NOTIFICATIONS OF ASBESTOS INSPECTIONS

DATE: January 26, 2026

IN COMPLIANCE WITH THE US ENVIRONMENTAL PROTECTION AGENCY (EPA) ASBESTOS HAZARD EMERGENCY RESPONSE ACT (AHERA), IN THE FALL OF 1988, WE PERFORMED INSPECTIONS OF EACH OF OUR SCHOOL BUILDINGS FOR ASBESTOS-CONTAINING BUILDING MATERIALS. THE INSPECTION FINDINGS AND ASBESTOS MANAGEMENT PLANS HAVE BEEN ON FILE IN EACH SCHOOL ADMINISTRATIVE OFFICE SINCE THAT TIME.

THE EPA REQUIRES US TO PERFORM PERIODIC SURVEILLANCES OF THE ASBESTOS MATERIAL EVERY 6 MONTHS. ASBESTOS INSPECTORS PERFORM THESE SURVEILLANCES AND AN ACCREDITED MANAGEMENT PLANNER REVIEWS THE RESULTS OF THE SURVEILLANCES AND RECOMMENDS ACTIONS WE SHOULD TAKE TO SAFELY MANAGE EACH ASBESTOS MATERIAL IN OUR BUILDINGS.

NO SIGNIFICANT CHANGES IN THE ASBESTOS MATERIALS CONDITION WERE NOTED DURING THE 2024 SURVEILLANCE OF CAPE FEAR CHRISTIAN ACADEMY.

ALL ASBESTOS MATERIALS IN OUR SCHOOLS ARE IN SATISFACTORY CONDITION AND WE PLAN TO CONTINUE TO MANAGE THEM IN PLACE, AS RECOMMENDED BY THE ACCREDITED MANAGEMENT PLANNER.

THE RESULTS OF THE SURVEILLANCE ARE ON FILE IN THE MANAGEMENT PLAN IN THE SCHOOL’S ADMINISTRATIVE OFFICE. EVERYONE IS WELCOME TO VIEW THESE

ANYTIME DURING NORMAL SCHOOL HOURS (MONDAY-FRIDAY, 7:30 A.M. - 3:30 P.M.). THE ASBESTOS PROGRAM MANAGER, DAVID CRANE, IS AVAILABLE TO ANSWER ANY QUESTIONS YOU MAY HAVE ABOUT ASBESTOS IN OUR BUILDINGS AT CAPE FEAR CHRISTIAN ACADEMY.

NOTICE: This handbook is subject to periodic revision upon Board approval. Parents/guardians and students should also be apprised of the fact that all pupils are admitted to the Academy on a year-by-year basis. A published copy of this handbook will be available in PDF form on the website prior to the start of the first day of each academic year.