



Family Handbook

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Carolina Classical Academy

School Identity

Carolina Classical Academy is a South Carolina public charter school dedicated to providing a classical, content-rich education that develops intellectual curiosity, moral character, civic virtue, personal responsibility, and academic excellence. Through the study of literature, history, mathematics, science, and the arts, students are equipped to think critically, communicate effectively, and contribute meaningfully to their communities and society.

Vision

Carolina Classical Academy develops within its students the moral and intellectual skills, habits, and virtues upon which independent, responsible, and joyful lives are built, in the firm belief that such lives are the basis for a free and flourishing republic.

Mission

Carolina Classical Academy trains the minds and improves the hearts of young people through a classical, content-rich education in the liberal arts and sciences, with instruction in the principles of moral character and civic virtue in an orderly and disciplined environment.

Core Virtues

Wonder • Wisdom • Courage • Justice • Self-Control • Integrity • Friendship

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Academic Performance (AP)

AP-1.0 School Identity and Educational Philosophy

Policy AP-1.1 Educational Philosophy

Carolina Classical Academy provides a classical, content-rich education designed to cultivate intellectual growth, moral character, civic responsibility, and academic excellence.

The school emphasizes direct instruction, mastery of foundational knowledge, thoughtful discussion, strong literacy skills, analytical thinking, and the pursuit of truth, goodness, and beauty. Students engage with literature, history, mathematics, science, music, art, and other disciplines that have shaped human understanding and culture.

Carolina Classical Academy believes education is most successful when schools and families work in partnership. Parents are the primary educators of their children, and the school supports families by providing a structured, orderly, and academically rigorous environment where students develop the habits, knowledge, and virtues necessary for lifelong success.

The educational program prepares students for responsible citizenship, meaningful service, continued learning, and productive participation in their communities.

Policy AP-1.2 Honor Code

Carolina Classical Academy seeks to develop students of strong character who act with integrity, responsibility, and respect for others. Students are expected to conduct themselves in a manner consistent with the school's mission, educational philosophy, and Core Virtues.

As a member of the Carolina Classical Academy community, I will strive to:

- Be honest in my words and actions;
- Take responsibility for my choices, behavior, and academic work;
- Treat others with dignity, respect, fairness, and kindness;
- Demonstrate courage in doing what is right, even when it is difficult;
- Exercise good judgment and self-control in my conduct and decision-making;
- Respect the work, property, and rights of others;
- Uphold academic integrity by completing my own work and giving proper credit to others;
- Approach learning with curiosity, diligence, and a desire to grow;
- Contribute positively to the school community.

Students are expected to uphold these principles both in and out of the classroom and to contribute to a culture of trust, respect, personal responsibility, and a love of learning.

Policy AP-1.3 Parent Partnership

Carolina Classical Academy recognizes that parents and guardians are the primary educators of their children. The school exists to support families by providing a structured, academically rigorous, and virtue-centered education that complements the important work taking place in the home.

A strong partnership between families and the school is essential to student success. Carolina Classical Academy encourages open communication, mutual respect, and shared responsibility among students, parents, teachers, and administrators.

The school is committed to maintaining transparency regarding curriculum, instructional materials, academic expectations, and school policies. Parents are encouraged to remain actively involved in their child's education and to communicate regularly with teachers and school staff regarding academic progress, concerns, and opportunities for growth.

Carolina Classical Academy seeks to foster an environment where students develop knowledge, character, responsibility, and civic virtue while respecting the important role of families in guiding the personal development of their children.

AP-2.0 Academic Program

Policy-2.1 Curriculum and Educational Priorities

Carolina Classical Academy provides a classical, content-rich education rooted in the liberal arts and sciences. The curriculum is designed to develop strong academic foundations, intellectual curiosity, moral character, civic virtue, and the habits necessary for lifelong learning.

The school's educational priorities include:

- Strong foundations in reading, writing, grammar, mathematics, and critical thinking;
- Literature, history, geography, government, mathematics, and science as core disciplines;
- Latin, art, and music as essential components of a classical education;
- Thoughtful engagement with Western civilization, American history, literature, and the ideas that have shaped our culture and institutions;
- Teacher-led instruction emphasizing knowledge, discussion, critical thinking, and academic mastery;
- The pursuit of truth, goodness, beauty, wisdom, and intellectual excellence; and
- Thoughtful and limited use of technology to support learning while preserving meaningful interaction between teachers and students.

Kindergarten Through Grade 8

The K-8 curriculum generally follows the Core Knowledge Sequence and is designed to build knowledge systematically across grade levels. The school may modify or enhance portions of the sequence to better support student learning, academic rigor, or alignment with the school's educational philosophy. The Head of School is responsible for ensuring that all core content areas are appropriately addressed throughout the K-8 program.

High School Program

The high school curriculum emphasizes advanced study in the humanities, mathematics, sciences, and the arts. Students engage with significant texts, historical events, scientific principles, and enduring questions rather than a superficial survey of topics.

Humanities courses emphasize primary sources, classic literature, and examination of history, philosophy, government, and culture. Mathematics and science courses provide rigorous instruction in foundational concepts, analytical reasoning, and scientific inquiry.

The curriculum is designed to exceed South Carolina Academic Standards while remaining consistent with the mission, educational philosophy, and classical framework of Carolina Classical Academy.

The Head of School oversees curriculum implementation and ensures alignment with the school's mission, educational philosophy, and academic standards.

Policy AP-2.2 Health and Human Development Instruction

Carolina Classical Academy recognizes that parents are the primary educators of their children, especially in matters relating to health, personal development, values, and family life.

The school provides health and human development instruction as required by South Carolina Academic Standards and applicable state law. Instruction is presented in an age-appropriate manner and is intended to provide students with scientific and health-related information consistent with approved curriculum standards.

When required by law or school policy, parents will be notified in advance of instructional units and provided an opportunity to review instructional materials. Parents may exercise any rights provided under South Carolina law regarding review of materials or excusal from specific instructional activities.

Questions regarding health curriculum content should be directed to the student's teacher or school administration.

Policy AP-2.3 Student Services and Support

Carolina Classical Academy is committed to supporting the educational needs of all students and providing services in accordance with applicable federal and state laws.

The school offers a continuum of student support services that may include accommodations, interventions, specialized instruction, and related services designed to help students access and benefit from the educational program.

Services may include classroom accommodations, resource support, specialized instruction, speech-language services, occupational therapy, counseling services, and other supports as determined appropriate through applicable evaluation and eligibility processes.

Carolina Classical Academy works collaboratively with families, teachers, service providers, and other professionals to support student growth, independence, and academic success while maintaining access to the school's classical educational program.

Questions regarding student support services, special education, Section 504 accommodations, or related services should be directed to the school's Student Services Department or administration.

AP-3.0 Academic Progress and Grading

Policy AP-3.1 Grading

Carolina Classical Academy believes that grades are one of several tools used to measure and communicate student progress, achievement, and mastery of course content. Grades should accurately reflect a student's understanding of the material and performance relative to course expectations.

The following letter grades are used to communicate levels of achievement:

A	90-100 %	4.0	Mastery
B	80-89 %	3.0	Proficiency
C	70-79 %	2.0	Competency
D	60-69 %	1.0	Insufficient Progress
F	0-59 %	0.0	Failing

Weighted GPA

For purposes of official high school transcripts, honors courses and approved dual-credit courses may be weighted to recognize the additional rigor associated with those courses. Weighted grades are used only for transcript and class-ranking purposes.

For report cards, promotion and retention decisions, honor roll eligibility, extracurricular participation, and all other school purposes, the standard 4.0 grading scale will apply.

Policy AP-3.2 Reporting Student Progress

Carolina Classical Academy believes regular communication between families and the school is essential to student success. The academic calendar includes scheduled parent-teacher conferences to discuss student progress, strengths, challenges, and goals.

Teachers and administrators are committed to maintaining open communication with families. Parents are encouraged to contact teachers with questions or concerns, and school personnel will communicate when academic, behavioral, or other concerns warrant additional discussion or support.

Student progress may be communicated through:

- Ongoing grade reporting through the school's student information system;
- Parent-teacher conferences scheduled by the school or requested by parents or teachers;
- Progress reports and report cards issued at the conclusion of each grading period or semester; and
- Individual meetings when additional support is needed.

If a student is performing significantly below grade-level expectations or is at risk of academic failure, the school may schedule a conference with parents and appropriate school personnel.

Grades should generally be posted within seven (7) business days of assignment completion. Projects, essays, laboratory reports, and other assessments requiring extensive evaluation may require additional grading time.

Policy AP-3.3 Promotion and Retention

Carolina Classical Academy is committed to supporting the academic growth and success of every student. Promotion to the next grade level is based on a student's overall readiness to successfully engage with the curriculum and expectations of the next grade.

Promotion decisions may consider:

- Academic achievement and mastery of grade-level standards;
- Classroom performance and understanding of course content;
- Work habits, effort, and completion of assigned work;
- Attendance and participation;
- Social, emotional, and developmental readiness; and
- Other factors relevant to the student's educational success.

Students experiencing academic difficulty may receive academic interventions, parent conferences, improvement plans, or other appropriate support. Retention may be considered when promotion is not in the student's best educational interest. Promotion and retention decisions shall be made by school administration in consultation with teachers and parents, taking into account the individual needs of the student.

For students receiving services under an Individualized Education Program (IEP), promotion and retention decisions shall be made in accordance with applicable federal and state law and with input from the student's IEP team.

Carolina Classical Academy will comply with all applicable South Carolina laws governing student promotion and retention, including the Read to Succeed Act.

Parents or guardians will be notified if retention is being considered and will have an opportunity to participate in the decision-making process.

A parent or guardian may appeal a retention decision by submitting a written appeal to the Head of School within ten (10) business days of notification. The Head of School shall issue a written decision. A final written appeal may be submitted to the Governing Board within ten (10) business days of the Head of School's decision.

Policy AP-3.4 Honor Roll

Students who earn a grade point average (GPA) of 3.50 or higher during a grading period shall be eligible for Honor Roll recognition.

Students who earn a GPA of 3.75 or higher during a grading period shall be eligible for High Honor Roll recognition. The school may establish additional criteria regarding eligibility and recognition.

AP-4.0 Graduation and College Readiness

Policy AP-4.1 Graduation Requirements

Carolina Classical Academy shall establish graduation requirements that meet or exceed the requirements of the South Carolina Department of Education, the Charter Institute at Erskine, and all applicable state law.

To earn a South Carolina high school diploma from Carolina Classical Academy, students must successfully complete all state-required units of credit and satisfy all graduation requirements in effect at the time of graduation.

Students and families will be provided with current graduation requirements through course guides, academic planning materials, the Family Handbook, or other official school communications. Graduation requirements may be revised periodically to remain consistent with changes in state law, State Board of Education regulations, or Charter Institute requirements.

The Head of School or designee shall monitor student progress toward graduation and assist students in developing an appropriate academic plan.

Policy AP-4.2 Concurrent Enrollment

Carolina Classical Academy may partner with institutions of higher education to provide eligible high school students with opportunities to earn college credit while completing high school graduation requirements.

Concurrent enrollment courses may be used to satisfy elective or other approved graduation requirements, subject to school approval and applicable program guidelines.

Students must obtain approval from the school prior to enrolling in any concurrent enrollment course. Approval may consider factors such as academic readiness, attendance, maturity, prior academic performance, and the student's ability to successfully manage college-level coursework.

The Head of School or designee is responsible for approving concurrent enrollment requests and ensuring that courses align with the student's educational program and graduation plan.

AP-5.0 Assessment and Instructional Operations

Policy AP-5.1 State Assessment Format

Carolina Classical Academy supports the use of paper-and-pencil testing when permitted by the South Carolina Department of Education and will utilize that format whenever practicable and consistent with applicable testing requirements.

This policy may be revised by the Governing Board as state requirements change.

Policy AP-5.2 State Assessments

Carolina Classical Academy administers all state-required assessments in accordance with applicable federal and state law and State Board of Education requirements.

South Carolina law does not provide a general parent opt-out provision for state-required assessments. Questions regarding testing requirements should be directed to school administration.

Policy AP-5.3 Homework

Homework supports classroom learning, reinforces skills, and develops responsibility and independent study habits.

Parents are encouraged to provide a consistent study routine and an appropriate workspace. Parents are not expected to provide direct instruction or complete assignments on behalf of students.

The school encourages daily reading at home to support vocabulary development, comprehension, critical thinking, and a lifelong appreciation for learning.

Approximate Homework Time Guidelines

Grade Level	Approximate Homework Time
K-2	10-20 minutes plus family reading
3-5	30-50 minutes plus reading time
6-8	60-90 minutes plus reading time
9-12	Approximately 2 hours

In the primary grades, reading often includes reading aloud with a parent. In the upper grades, reading typically consists of assigned literature and course reading. These guidelines are general and may vary based on workload, study habits, and assignments. Advanced, honors, dual-credit, and college-level courses may require additional study time.

Policy AP-5.4 School Calendar and Instructional Days

The Governing Board shall annually approve a school calendar that meets all applicable South Carolina requirements for instructional days and instructional hours.

The approved calendar will identify student attendance days, teacher workdays, holidays, professional development days, and other scheduled school activities. The calendar will be published to families prior to the start of each school year and may be amended as necessary.

In the event of inclement weather, emergencies, public health concerns, or other circumstances requiring school closure, Carolina Classical Academy may utilize approved eLearning days, if authorized by the South Carolina Department of Education, schedule make-up days, schedule adjustments, or other instructional methods permitted by law.

If approved, additional procedures governing eLearning and instructional continuity will be maintained separately in the school's eLearning Plan.

Policy AP-5.5 Field Trips and Special Programs

Special events or parties held during a significant part of the school day must be directly tied to the curriculum and add to the instructional environment by conveying knowledge or an experience that supports the curriculum.

Any special event must be approved by the headmaster a minimum of 2 weeks prior to its planning. Approval for one year does not carry over to the next.

Student Life and School Operations (SL)

SL-1.0 Enrollment and Attendance

Policy SL-1.1 Enrollment and Admissions

Carolina Classical Academy is a public charter school and admits students without regard to race, color, national origin, religion, sex, disability, or any other protected status in accordance with applicable federal and state law.

Enrollment is open to all eligible South Carolina students, subject to available capacity and the terms of the school's charter.

When the number of applicants exceeds available seats in a grade level, enrollment shall be determined through a public lottery conducted in accordance with South Carolina law, the school's charter, and applicable enrollment policies. All lottery drawings and waitlists shall be administered in a fair and transparent manner consistent with applicable law and school policy.

The school may apply enrollment preferences permitted by law and approved by the Governing Board. Such preferences may include children of current employees and siblings of currently enrolled students. Sibling preference is intended to support family enrollment and may allow a sibling of a currently enrolled student to receive priority consideration when a seat becomes available in the applicable grade level. Enrollment preferences do not guarantee admission and remain subject to available space.

Applicants not offered admission through the lottery process will be placed on a waitlist and offered enrollment as seats become available in accordance with the school's admissions procedures. Applications received after established lottery deadlines may be added to the waitlist in accordance with school procedures.

Students must meet applicable age, residency, immunization, and enrollment documentation requirements established by South Carolina law and school policy.

Currently enrolled students who complete required re-enrollment procedures by established deadlines are not required to participate in the lottery for the following school year.

Carolina Classical Academy may deny admission when permitted by applicable law, including but not limited to:

- Failure to meet applicable age requirements, enrollment, or immunization requirements
- Falsification of application or enrollment records; or

- Other circumstances in which admission may be denied under applicable federal or state law.

Enrollment timelines, lottery dates, waitlist procedures, registration requirements, and other admissions information will be published annually and communicated through the school's website, enrollment materials, and admissions office.

Policy SL1.2 Grade Placement of Newly Enrolled Students

Carolina Classical Academy seeks to place students in the educational setting that best supports their academic growth and success. Placement decisions are made after admission and are independent of the enrollment process.

When appropriate, the school may review academic records, assessment data, teacher recommendations, and other relevant information to determine how best to support a newly enrolled student.

The school's goal is to maintain students in their age-appropriate grade level whenever possible while providing instructional support to address individual learning needs. Students who require additional support may receive targeted intervention, remediation, or instruction in specific skill areas. Likewise, students demonstrating advanced mastery may be provided opportunities for enrichment or advanced coursework when appropriate.

In some circumstances, students may participate in instruction above or below their assigned grade level in a specific subject while remaining enrolled with their age-appropriate peers for the remainder of the school day.

Parents will be informed of significant placement recommendations and academic support plans. Students receiving services through an Individualized Education Program (IEP) or Section 504 Plan will be served in accordance with applicable federal and state requirements.

Policy SL-1.3 Attendance

Regular attendance is essential to student success and is an important component of Carolina Classical Academy's classical educational program. Students are expected to attend school regularly, arrive on time, and participate fully in the educational program.

Parents or guardians are responsible for notifying the school when a student will be absent and for providing any required documentation.

Absences may be excused for reasons permitted by South Carolina law and school policy,

including illness, medical appointments, religious observances, bereavement, court appearances, approved educational opportunities, and school-sponsored activities.

Students are responsible for completing missed assignments following an absence. Make-up work procedures are addressed elsewhere in this handbook.

The school will comply with all applicable South Carolina attendance and truancy laws. Students with excessive absences may be subject to attendance interventions, parent conferences, and other measures required by law.

Policy SL-1.4 Tardies and Early Dismissals

Students are expected to arrive at school on time and remain in attendance for the full instructional day whenever possible.

Frequent tardies or early dismissals may negatively impact student learning and may result in intervention by school administration. Parents are encouraged to schedule appointments outside of school hours whenever practical.

Policy SL-1.5 Student Release

For student safety, Carolina Classical Academy will release students only to a parent, guardian, or authorized individual.

Individuals picking up a student may be required to present identification. Students may not leave campus during the school day without following school sign-out procedures.

In situations involving custody orders or other legal restrictions, the school will follow court documentation provided by the parent or guardian.

Additional dismissal and release procedures may be established and communicated to families as needed.

SL-2.0 Student Conduct and Expectations

Policy SL-2.1 Uniform and Standards of Appearance

Purpose of the Uniform

Carolina Classical Academy maintains a student uniform policy to promote an orderly learning environment, encourage school pride, minimize distractions, and reinforce the culture and mission of the school.

The school uniform helps foster a sense of community, creates a consistent and professional appearance, and allows students to focus on learning rather than fashion trends or social pressures. Uniforms also help cultivate habits of personal responsibility, respect, and preparation that contribute to student success both in and out of the classroom.

Uniform Requirements

Students are expected to wear the approved Carolina Classical Academy uniform during the school day and at other school-sponsored events when designated by the school.

Students shall wear only those uniform items and colors approved by the school. The current approved uniform vendor(s), required apparel, optional apparel, outerwear, footwear, spirit wear, and appearance guidelines will be published on the school's website and may be updated by school administration as needed.

The following general standards apply to all students:

- Students are expected to maintain a neat, clean, and appropriate appearance consistent with the school's mission and expectations.
- Hair shall be clear and neatly maintained. Hair color must be a natural color occurring in human hair.
- Jewelry, accessories, and piercings may be worn provided they are modest, safe, and appropriate for a school setting. Items that create a safety concern, are excessively large, distracting, or inconsistent with the educational environment may be prohibited by school administration.
- Shirts shall be tucked in while on campus unless otherwise approved by school administration.
- Students in grades 3 and above are expected to wear a belt with pants or shorts designed with belt loops.
- Cargo pants and cargo shorts are not permitted.
- Shoes must have closed toes and closed heels and should not be brightly colored. Acceptable shoe colors include navy, gray, brown, tan, black, and other colors specifically approved in the current uniform guidelines.

Additional requirements for skirts, shorts, and dresses include:

- Shorts, skirts, skorts, dresses, and jumpers must be no shorter than two (2) inches above the knee. Tights, leggings, or bike shorts may be worn under skirts, skorts, dresses, and jumpers.

The most current uniform requirements, approved apparel options, outerwear guidelines, spirit wear expectations, and appearance standards will be published on the school's website and may be updated by school administration as needed.

Spirit Wear

The school may designate specific days or events during which approved spirit wear may be worn in place of or in conjunction with portions of the standard uniform. Approved spirit wear items and guidelines will be communicated by the school.

Exceptions and Accommodations

Reasonable accommodations to the uniform and appearance requirements may be approved for students with disabilities, documented medical needs, religious observances, or other circumstances as determined by school administration and required by law.

Policy SL-2.2 Personal Hygiene

Students are expected to maintain appropriate personal hygiene and arrive at school clean, appropriately dressed, and prepared to participate in the school day.

Parents and guardians are responsible for ensuring that students attend school in clean clothing and maintain age-appropriate hygiene habits, including bathing, hair care, oral hygiene, use of deodorant when appropriate, and independent toileting skills.

In the event of illness, injury, or occasional toileting accidents, school personnel will provide reasonable assistance and contact a parent or guardian when necessary. Parents may be asked to provide a change of clothing or pick up a student when circumstances warrant.

If ongoing hygiene or toileting concerns interfere with a student's health, safety, dignity, or educational experience, school personnel may work collaboratively with the family to develop an appropriate plan of support.

Reasonable accommodations will be provided as required by applicable law, including for students with disabilities, medical conditions, or other documented needs.

In addition, students should avoid excessive use of perfumes, colognes, body sprays, scented lotions, or other heavily scented products that may create discomfort or health concerns for other students and staff members.

Policy SL-2.3 Student Conduct and Discipline

Carolina Classical Academy is committed to maintaining a safe, orderly, respectful, and academically focused learning environment. Student discipline is intended to promote personal responsibility, self-discipline, respect for others, and behaviors consistent with the school's mission and values.

When behavioral concerns arise, school personnel will seek to address them in a manner that is age-appropriate, educational, and designed to support student growth whenever possible. Consequences may include verbal correction, parent communication, loss of privileges, detention, behavioral intervention plans, removal from class, suspension, expulsion, or other appropriate disciplinary measures.

Carolina Classical Academy believes that discipline is most effective when school personnel and families work together to help students learn from mistakes, restore relationships, and develop habits of good character and responsible citizenship.

Parents or guardians will generally be notified when disciplinary concerns become significant or when student behavior substantially interferes with the learning environment.

Students receiving services under an Individualized Education Program (IEP) or Section 504 Plan shall be disciplined in accordance with applicable federal and state laws and procedural safeguards.

The school may develop behavior intervention plans and other supports when necessary to assist students in meeting behavioral expectations.

Pursuant to South Carolina law, students who repeatedly cause material and substantial disruptions to the educational environment may be classified as habitually disruptive and may be subject to additional disciplinary consequences as permitted by law.

Policy SL-2.4 Suspension and Expulsion

The Head of School or designee may suspend a student when necessary to protect the safety of students or staff, maintain order, or address serious or repeated violations of school rules.

Grounds for suspension or expulsion may include, but are not limited to:

- Repeated or serious insubordination, defiance, or disruption of the educational environment;

- Willful destruction, damage, or theft of property;
- Behavior that threatens the safety, welfare, or rights of students, staff, or others;
- Possession, use, distribution, or sale of weapons, dangerous instruments, firearms, or facsimiles of firearms;
- Possession, use, distribution, or sale of alcohol, illegal drugs, controlled substances, vaping devices, or drug paraphernalia;
- Physical assault, fighting, threats, bullying, harassment, intimidation, or other violent conduct;
- False reports or accusations that threaten school safety or substantially disrupt school operations; Repeated violations of school policies despite prior interventions; or
- Conduct that would otherwise warrant suspension or expulsion under South Carolina law.

Students in kindergarten through second grade shall be disciplined in accordance with South Carolina law, including any limitations on suspension applicable to students in those grade levels.

Students receiving special education services or accommodations under Section 504 shall be afforded all protections and procedural safeguards required by law.

Policy SL-2.5 Expulsion Procedures and Due Process

Expulsion is reserved for serious violations of school rules, threats to safety, repeated disruptive conduct, or other circumstances permitted by South Carolina law.

Before a student is expelled, the student and parent or guardian shall be afforded due process consistent with applicable law. Parents or guardians will receive notice of the recommended disciplinary action, the basis for the recommendation, and information regarding any hearing or review process.

Students and parents shall be provided an opportunity to present information, respond to allegations, and be heard before a final expulsion decision is made.

The Governing Board or its authorized designee shall make final expulsion determinations in accordance with applicable law and school policy.

Students receiving services under an Individualized Education Program (IEP) or Section 504 Plan shall be afforded all procedural safeguards and protections required by federal and state law.

Nothing in this policy shall limit the school's authority to impose disciplinary consequences required by South Carolina law, including those relating to weapons, threats, or other serious misconduct.

Policy SL-2.6 Academic Integrity

Carolina Classical Academy places a high value on honesty, personal responsibility, and intellectual integrity. Students are expected to complete and submit their own work and to accurately acknowledge the ideas, words, and contributions of others.

Academic dishonesty undermines learning, damages trust within the school community, and is inconsistent with the school's mission and values.

Academic dishonesty includes, but is not limited to:

- Plagiarism, including presenting another person's words, ideas, research, or creative work as one's own;
- Copying another student's work or allowing another student to copy one's work;
- Using unauthorized notes, materials, electronic devices, or other resources during assignments, quizzes, tests, or examinations;
- Submitting work completed by another person as one's own;
- Falsifying academic records or information; and
- Using artificial intelligence (AI) tools, online services, or other technologies in a manner not authorized by the teacher or representing AI-generated work as the student's own original work.

Students are responsible for understanding and following teacher expectations regarding citations, collaboration, research, technology use, and the use of AI-assisted tools.

Suspected violations of academic integrity will be investigated by school personnel. Consequences may include loss of credit, assignment failure, course consequences, disciplinary action, loss of eligibility for academic honors, or other corrective measures deemed appropriate by school administration.

Repeated or serious violations of academic integrity may result in additional disciplinary consequences, including suspension or expulsion when warranted.

High school students found responsible for serious academic dishonesty may be deemed ineligible for certain academic honors, awards, leadership positions, class rank distinctions, valedictorian recognition, or salutatorian recognition as determined by school administration.

Policy SL-2.7 Behavioral Standards

Students are expected to demonstrate courtesy, respect, attentiveness, honesty, responsibility, and self-control while at school and during school-sponsored activities. Behavioral expectations apply in classrooms, hallways, common areas, school transportation, field trips, extracurricular activities, and other school-related functions. Teachers and administrators may establish additional rules and procedures necessary to maintain a safe, orderly, and productive learning environment.

Policy SL-2.8 Public Displays of Affection

Students are expected to conduct themselves appropriately during the school day and at all school-sponsored activities. Public displays of affection that are disruptive, inappropriate, or inconsistent with the school's educational environment are prohibited.

School personnel may address conduct that, in the judgment of faculty or administration, exceeds reasonable standards of appropriate student behavior or creates a distraction to the educational environment. Appropriate corrective or disciplinary action may be taken when necessary.

SL-3.0 Technology, Safety and Security

Policy SL-3.1 Student Technology and Electronic Devices

Carolina Classical Academy intentionally limits the use of technology to support direct instruction, student engagement, meaningful classroom discussion, and the development of strong academic habits. Technology is used only when it serves an educational purpose and supports the school's mission.

The school may provide access to computers, educational software, internet resources, and other technology necessary for instruction, state assessments, or other educational activities. Upper school students may also receive instruction in computer literacy, technology skills, or digital citizenship as determined by the curriculum.

School technology resources shall be used for educational purposes only. Students are expected to use technology responsibly and in accordance with school expectations. The school reserves the right to monitor the use of school-owned devices, networks, and technology resources and complies with applicable federal and state laws regarding internet safety and student access to online resources.

Student Electronic Devices

Students may bring cellular phones to school for communication before and after the instructional day. Cell phones must remain silenced and stored during instructional time unless specifically authorized by a teacher or administrator for an educational purpose or emergency situation.

Personal gaming devices, entertainment devices, and similar electronic devices are not permitted on campus unless specifically authorized by school administration.

Smart watches and similar wearable devices are permitted provided they are not used for communication, recording, internet access, testing assistance, or other activities that disrupt instruction or violate school rules. School personnel may require students to disable, remove, or store such devices when they become a distraction or interfere with the educational environment.

The school is not responsible for lost, stolen, or damaged personal electronic devices.

Unauthorized use of electronic devices during the school day may result in confiscation, parent notification, loss of privileges, or other disciplinary consequences as determined by school administration.

The Head of School or designee may establish additional procedures governing the possession and use of electronic devices on campus.

Policy SL-3.2 Student Interviews, Searches, and Safety

Carolina Classical Academy is committed to maintaining a safe and orderly learning environment while respecting the rights of students and families.

School administrators may meet with students regarding academic, behavioral, safety, or welfare concerns as part of normal school operations. When outside agencies, including law enforcement or child welfare authorities, request access to a student, the school will follow applicable law and make reasonable efforts to notify parents or guardians when permitted to do so.

When there is a reasonable concern regarding student safety or the presence of prohibited items, school administrators may conduct a search consistent with applicable law and school policy.

When necessary to protect the safety of students, staff, or school property, school officials may temporarily separate or supervise a student until a parent, guardian, law enforcement officer, or other appropriate authority can assume responsibility. Parents or guardians will be notified as soon as reasonably practicable.

Policy SL-3.3 Bullying, Harassment and Cyberbullying

Carolina Classical Academy is committed to providing a safe, respectful, and orderly learning environment. Bullying, harassment, intimidation, threats, hazing, and cyberbullying are prohibited. Students are expected to treat others with dignity, respect, and civility, both in person and through electronic communications.

Bullying includes repeated written, verbal, physical, electronic, or social conduct intended to intimidate, threaten, humiliate, or cause physical, emotional, or educational harm to another student.

This policy applies to conduct on school property, at school-sponsored activities, during school transportation, and to off-campus conduct that substantially disrupts the educational environment or interferes with a student's ability to participate in school. It also applies to conduct through social media, text messages, email, online platforms, or other electronic communications, regardless of whether school-owned or personal devices are used.

Reports of bullying or harassment will be reviewed by school administration, and appropriate corrective or disciplinary action may be taken. Students and parents are encouraged to report concerns to a teacher, administrator, or other school official.

Policy SL-3.4 Firearms, Weapons and Dangerous Items

To help maintain a safe school environment, students may not possess, use, display, transmit, or threaten the use of firearms, ammunition, explosives, knives, pocket knives, multi-tools, weapons, weapon replicas, or other dangerous items on school property, in school vehicles, or at school-sponsored activities, except as expressly permitted by law.

Ordinary items that are used, displayed, or possessed in a manner that threatens the safety of others may also be treated as dangerous items and may result in disciplinary action.

Violations of this policy may result in disciplinary action, including suspension, expulsion, referral to law enforcement, or other action authorized by law.

SL-4.0 Student Activities and Campus Life

Policy SL-4.1 Student Activities, Athletics, and Clubs

Carolina Classical Academy encourages students to participate in activities that support personal growth, leadership development, service, citizenship, and the cultivation of friendships within the school community.

The school may offer clubs, organizations, academic competitions, enrichment opportunities, and other student activities based on student interest, staff availability, and available resources. Participation requirements, schedules, and expectations will be communicated by the school. Some activities or clubs may require participation fees to offset the cost of materials, supplies, transportation, competition entry fees, or other program expenses.

Until the school develops its own interscholastic athletic programs, eligible students may participate in athletic programs offered by their resident school district in accordance with South Carolina law and the policies of the applicable school district.

Students participating in school-sponsored activities are expected to conduct themselves in a manner consistent with the school's mission, values, and behavioral expectations. Participation in student activities may be limited or restricted when student conduct, attendance, or disciplinary concerns warrant administrative intervention.

Policy SL-4.2 Student Supervision

Carolina Classical Academy provides supervision for students during designated arrival, dismissal, school-sponsored activities, and other school functions.

Specific supervision times before and after the school day will be communicated annually and may be adjusted by the school as operational needs require.

Students should not arrive before supervision begins and should be picked up promptly at the conclusion of the school day or school-sponsored activity unless participating in an approved supervised program.

Policy SL-4.3 Student Photographs and Media

Carolina Classical Academy may photograph, record, or otherwise capture images of students participating in school activities, events, programs, and educational experiences.

Photographs, video recordings, and similar media may be used for educational purposes, school publications, yearbooks, newsletters, marketing materials, social media, the school website, and other school-related communications.

Parents or guardians may indicate their media preferences during enrollment or by submitting a written request to the school. The school will make reasonable efforts to honor such requests.

Families who elect to prohibit the use of their student's image should understand that such restrictions may limit or prevent the student's inclusion in yearbooks, school publications, promotional materials, social media posts, group photographs, and other school communications.

The school reserves the right to use photographs or recordings that do not individually identify students when permitted by law and consistent with school practices.

SL-5.0 Student Health Services

Policy SL-5.1 Medical Service and Health Plans

Carolina Classical Academy utilizes a contracted licensed school nurse and complies with applicable federal and state laws regarding student health services, medication administration, Individual Health Plans (IHPs), Section 504 Plans, emergency medical plans, and health-related services required under a student's Individualized Education Program (IEP).

Immunizations

All students must meet South Carolina immunization requirements or provide documentation of an approved Medical Exemption, Religious Exemption, or Special Exemption recognized under South Carolina law. Students who do not meet applicable immunization requirements may be excluded from attendance until compliance is established in accordance with state requirements.

Medication Administration

Prescription and non-prescription medications may only be administered at school in accordance with school procedures and applicable law. Written parent authorization and healthcare provider documentation may be required. Prescription medications must generally be provided in the original pharmacy-labeled container.

Students who are authorized by their healthcare provider, parent or guardian, and the school may possess and self-administer emergency medications, including inhalers, epinephrine auto-injectors, diabetes supplies, or other medications permitted by law and school procedures.

Parents and guardians are responsible for providing current medical information and notifying the school of any significant health conditions that may affect a student's safety, health, or educational participation.

Individual Health Plans and Medical Accommodations

Students with significant medical conditions, including but not limited to asthma, diabetes, seizure disorders, severe allergies, or other chronic health conditions, may require an Individual Health Plan (IHP), Emergency Action Plan (EAP), Section 504 Plan, or other documentation as required by law.

Parents or guardians are usually responsible for providing required medical documentation and authorizations. The school's contracted nurse and appropriate school personnel will work with families to develop and implement required health plans and accommodations.

Student Illness and Communicable Diseases

Students who are ill, have a fever, are experiencing symptoms of a communicable illness, or are otherwise unable to participate safely in school activities should remain at home. Students who develop symptoms of illness during the school day may be referred to the health room and parents or guardians may be contacted to pick up the student.

As a general guideline, students should be fever-free for at least twenty-four (24) hours without the use of fever-reducing medication before returning to school. Additional exclusion periods may apply based on the nature of the illness and current public health guidance.

The school may exclude or restrict attendance for students with communicable diseases or health conditions as required by law, public health guidance, or to protect the health and safety of the school community. The school may require medical documentation before a student returns to school when deemed appropriate.

SL-6.0 Transportation, Operations and Campus Procedures

Policy SL-6.1 Student Fees and School Property

The school may assess fees for programs, activities, materials, athletics, field trips, and other student services as permitted by law. Current fees will be communicated through the school's website or other official school communications.

Fee waivers or reduced fees may be available in accordance with applicable law and school procedures.

Students are responsible for school property issued to them, including textbooks, library materials, and technology devices. Families may be responsible for the replacement or repair of lost, damaged, or unreturned property, consistent with applicable law.

The school will not withhold records required by law because of unpaid fees or unreturned property.

Policy SL-6.2 Student Driving and Parking

Students who possess a valid driver's license may be permitted to drive to school and park on campus with prior approval from the school. Students seeking driving privileges must complete **Student Driver and Parking Permit Application (STU-101)** and provide required documentation.

Driving and parking on campus are privileges, not rights, and may be suspended or revoked for safety, disciplinary reasons, or failure to comply with school policies or administrative procedures. Students shall park only in designated areas and may not return to their vehicles during the school day without administrative permission.

The school is not responsible for loss of or damage to vehicles or their contents on school property. Vehicles parked on school property may be searched when permitted by law and supported by reasonable suspicion.

Policy SL-6.3 Student and Family Information

Parents and guardians are responsible for keeping student and family contact information current, including addresses, telephone numbers, email addresses, emergency contacts, custody information, and other information necessary for the health, safety, and education of the student.

Changes should be reported to the school office as soon as possible.

Policy SL-6.4 Drop-off and Pick-up

The school will establish and communicate drop-off, pick-up, parking, and student release procedures designed to promote student safety and efficient traffic flow. Parents, guardians, student drivers, and students are expected to follow all established procedures and directions provided by school personnel.

To promote the safe movement of vehicles and pedestrians, student drivers may be released prior to the start of parent pick-up operations and carline dismissal. The school may establish additional procedures for student drivers, walkers, and other student release categories as necessary to ensure safety and orderly dismissal.

Students may only be released in accordance with school procedures and authorized parent or guardian instructions on file with the school.

SL-7.0 Parent Partnership and Communication

Policy SL-7.1 Parent Communication

Carolina Classical Academy values respectful, timely, and professional communication between families and school personnel. Parents are encouraged to communicate directly with the staff member most closely connected to a question or concern.

Employees may not be immediately available during instructional hours, student supervision, meetings, or other school responsibilities. Families should allow reasonable time for a response.

As a general guideline:

- **Administrative staff and teachers** will make every reasonable effort to respond within one (1) business day and no later than two (2) business days.
- **The Head of School or designee** will make every reasonable effort to respond within three (3) business days.

Response times may be affected by school breaks, holidays, emergencies, staff absences, or other operational circumstances.

Policy SL-7.2 Parent Concerns and Grievance Process

Carolina Classical Academy encourages parents and guardians to address concerns promptly and respectfully through the appropriate chain of communication.

Whenever possible, concerns should first be discussed with the staff member most directly involved. Many issues can be resolved quickly through open communication.

The general process for addressing concerns is:

- 1. Teacher or Staff Member**

Concerns involving a classroom, assignment, student matter, or school activity should first be directed to the teacher or staff member involved.

- 2. School Administrator**

If the concern is not resolved, the matter may be referred to the appropriate administrator or the Head of School.

- 3. Governing Board**

If the concern remains unresolved after school-level review, a written grievance may be submitted in accordance with the Board's grievance procedures.

Concerns involving student discipline, personnel matters, confidential student information, or other matters protected by law may be handled in accordance with applicable legal requirements and may not be appropriate for public discussion.

The school encourages all parties to approach concerns with professionalism, mutual respect, and a shared commitment to supporting student success.

Policy SL-7.3 Parental Involvement and Volunteering

Carolina Classical Academy values the partnership between families and the school. Parents and guardians play an important role in supporting student success, and families are encouraged to participate in school activities, volunteer opportunities, classroom support, field trips, special events, and other programs as opportunities allow.

The school welcomes volunteers and seeks to create a collaborative community in which families, teachers, and staff work together to support students and strengthen the school culture.

All visitors and volunteers must check in through the school office upon arrival and comply with school safety and visitor procedures while on campus.

Volunteers who work directly with students or participate in school activities shall be required to complete volunteer registration forms, training, acknowledgements, or other requirements established by the school. Individuals who will supervise students, serve as chaperones, coach activities, lead clubs, or otherwise be placed in positions of responsibility involving students shall be required to complete a criminal background check or other screening process before serving in that capacity.

Volunteers and visitors may have access to confidential student, personnel, or school information. Any information learned through volunteering or visiting the school must be treated as confidential and may only be discussed with appropriate school personnel when necessary. Failure to maintain confidentiality or comply with school expectations may result in the loss of volunteer privileges.

Additional volunteer, visitor, and chaperone procedures may be established by the Head of School and communicated through school handbooks, volunteer materials, forms, or administrative procedures.

Policy SL-7.4 Financial Assistance

Carolina Classical Academy is committed to providing educational opportunities for all students. Families experiencing financial hardship may be eligible for assistance with certain student fees, school activities, meals, uniforms, or other school-related expenses, subject to available funding and applicable program requirements.

Information regarding available assistance programs and application procedures may be obtained from the school office.

SL-8.0 Legal Notices and Compliance

Policy SL-8.1 Public Records Requests (FOIA)

Carolina Classical Academy complies with the South Carolina Freedom of Information Act (FOIA) and applicable public records laws.

Requests for public records should be submitted to the school's designated Records Custodian. Information regarding the submission of public records requests may be found on the school's website or obtained through the school office.

Public records requests will be processed in accordance with applicable law.

Policy SL-8.2 Non-Discrimination and Title IX

Carolina Classical Academy does not discriminate on the basis of race, color, national origin, sex, disability, age, or any other protected status in its educational programs, activities, admissions practices, employment practices, or operations, as required by applicable federal and state law.

The school is committed to providing a safe and respectful learning environment free from discrimination, harassment, sexual harassment, retaliation, and other conduct prohibited by law.

Students, parents, employees, volunteers, and visitors who believe they have experienced or witnessed discrimination, harassment, sexual harassment, or retaliation are encouraged to report the concern promptly to school administration or the Title IX Coordinator.

The school will respond to reports and complaints in accordance with applicable law and established Title IX procedures.

The name and contact information for the school's Title IX Coordinator, along with the school's Title IX policies and grievance procedures, are available on the school's website and may be obtained through the school office.

Retaliation against any individual who makes a good-faith report or participates in an investigation is prohibited.