

STUDENT HANDBOOK 2020 – 2021

St. Mary's Christian Academy



3407 N New Hope Road, Raleigh, NC 27604
(984) 500 – 5990

www.StMaryYouth.org



St. Mary's Christian Academy

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****Parent Letter****

Dear Parents and Students:

On behalf of all of the administration, faculty and staff of St. Mary's Christian Academy, welcome to the 2020 – 2021 school year. We are grateful to our Lord Jesus Christ for the opportunity to serve your children in this blessed ministry. As you have placed your trust in us, it is our commitment to provide your child with a nurturing and Christ-centered environment that will enable him or her to reach their fullest academic potential.

Our institution is committed to every child's academic growth and it is our intention to work together with you to provide a safe and healthy learning environment. In order to achieve this, it will be necessary to cultivate an ongoing and committed relationship between the student, parent and teacher.

Please read the student handbook carefully, as it contains valuable information regarding the operation and expectation of our school. If you have any questions, the staff at SMCA will be happy to assist you.

Thank you for entrusting us with your child. Together, we will make it a great educational experience for all of our youth.

Sincerely,

Fr. Michael Hanna
Headmaster





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ABOUT US

Vision Statement

St. Mary's Christian Academy is a private, non-profit Christian school located in Raleigh, NC and operating under the Coptic Orthodox Church's Diocese of the Carolinas and Kentucky. We strive to offer a superior education that is consistent with Orthodox Christianity as preserved for thousands of years by the One Holy Universal Apostolic Church.

Mission Statement

We are committed to providing a rigorous academic education rooted in traditional Christian values that:

- 1) Nurtures the formation of the whole person – mentally, physically and spiritually;
- 2) Fosters an environment of collaboration, service and moral excellence;
- 3) Provides individualized training and mentorship to form each student into a Christian leader in the community.

Statement of Faith

- 1) We believe in the Father, the Son, and the Holy Spirit, who are One God and Holy Trinity -
- 2) We believe that the Father sent His Only Son into the world, to be born out of the Virgin St. Mary -
- 3) We believe that the Son, Jesus Christ, lived on the Earth for 33 years, performed countless miracles, and gave His Body and Blood to the disciples to share with His Church -
- 4) We believe Christ was crucified and died on the Cross as atonement for the sins of all of humanity -
- 5) We believe that after 3 days, Christ rose from the dead and appeared to His disciples preaching the Resurrection from the dead, until He ascended to heaven to be with the Father in His kingdom -
- 6) We believe that the Father sent the Holy Spirit to dwell among us, to teach us, and to fill us with grace so that we too may one day join the Father in Heaven as His adopted children -
- 7) We believe that the Holy Spirit endows the Church with authority:
 - ❖ to grant the Christian believer the spirit of adoption through Holy Baptism and Chrismation -
 - ❖ to entreat the Holy Spirit to change bread and wine into the true Body and Blood of Christ -
 - ❖ to ordain the Patriarch, bishops, priests and deacons to serve Christ's one true Church -
 - ❖ to loose and forgive all sins committed, through the practice of confession and repentance -
 - ❖ to discern and interpret the true will of God, as communicated through the Bible and Apostolic Tradition -
- 8) We believe that the Church will one day be resurrected to enjoy the fullness of life in Heaven.



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Biblical Education

Parents are accountable before God to raise their children according to Biblical principles.

Deuteronomy 6:6-7 - "And these words which I command you this day shall be in your heart, you shall teach them diligently to your children, speaking of them when you sit in your house, and when you walk by the way, and when you lie down, and when you rise up."

Ephesians 6:4 - "And, fathers, do not provoke your children to anger; but bring them up in the discipline and instruction of the Lord."

Colossians 2:8 - "Be careful that no one spoils your faith through intellectualism or high sounding nonsense, guided by human tradition, following material ways of looking at things, instead of following Christ."

Educational Objectives

- To promote high academic standards, and to help all students realize their full academic potential;
- To prepare students for success and achievement at the secondary and post-secondary level, as well as in the professional and working world;
- To assist students in developing a disciplined approach to their studies and work;
- To encourage all students to think clearly and logically and to work both independently and cooperatively, using good study habits; and
- To help each student gain a thorough mastery of the fundamental processes used in communicating and relating to others by developing critical skills in speaking, listening, and utilizing mathematics and literacy across the entire curriculum.

Spiritual Objectives

To Lead Children to Christ

- All students will be taught that the Holy Bible and Church Tradition are inspired by God and guide us to the Truth.
- All students will have an opportunity to hear and study the Word of God through Bible classes, chapel services, and spiritual meetings.
- Students shall understand the importance of living an exemplary life before others that Christ might be magnified and that others might come to the knowledge of Jesus Christ.

To Build Children up in Christ

- Students will be provided Biblical standards that are conducive to wholesome Christian living.
- Students will be provided an atmosphere that punctuates and encourages Christian growth.
- Students will be taught the importance of making life choices and decisions in accordance with Biblical principles.
- Students will hear the relevance of God's Word as it pertains to every subject.
- All students will have an opportunity to participate in physical, social, and intellectual activities that assist in their development as children of God.



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To Equip Children to Serve Christ

- All students will be taught the necessity of performing the will of God in their lives.
- An academic program will be offered that stimulates the intellect of each student that will meet or exceed state requirements, to the honor and glory of God.
- Through academia, SMCA students will develop character-building habits such as determination, hard work, respect, integrity, self-discipline, and preparation.
- Through Biblical integration in every class, chapel, and Bible classes, students will learn the importance of scrutinizing the current culture and world events through the eyes of Scripture.

School Unity

Even though a variety of denominations are represented among our staff and school families, God has blessed SMCA with much unity, as promised in 1 Corinthians 12. Likewise, we uphold the exhortation by St. Paul to endeavor “to keep the unity of the Spirit in the bond of peace.” (Eph. 4)

Church Affiliation

Students are not required to be members of St. Mary Coptic Orthodox Church. However, students, as well as parents, are encouraged to be faithful members of a Bible-believing church. St. Mary's Coptic Orthodox Church welcomes parents and students to learn more about the Orthodox faith and become members of the St. Mary's family.

Philosophy of Education

St. Mary's Christian Academy is first and foremost an academic institution that seeks to equip, challenge, and inspire our students to love learning, to think critically and to apply their knowledge and wisdom to affect their world for Christ. The educational process at SMCA is based upon the belief that the Triune God is the Creator of all that exists and is the Author of all truth. God chose to reveal Himself and His truth through His Word, through the Church Tradition, and through His creation. God's Word is thoroughly integrated into every subject and activity. The rigor in all classes prepares our students to compete in every academic arena in order to develop community and world leaders who will stand for biblical standards in a fallen world.

The education at SMCA is also designed to help students and families come to a personal knowledge of the Lord Jesus Christ and develop a biblical worldview that will equip them to live a life of loving service (charity) for God and neighbor. Humanity is greatly loved and highly valued by God, despite its sinful nature. God's love is demonstrated in the saving work of Jesus Christ. Students will be prepared to understand from God's perspective how to serve, discern, and relate to the world in which they live. The goal is to equip students to think and act in a Christ-like manner.

Students are a gift to their parents. SMCA desires to come along-side parents to help raise their students in a manner that honors and glorifies the Lord. SMCA desires to partner closely with parents and actively encourages parental involvement in our school.

Each person is uniquely created by God and is specifically designed to accomplish His plan. Recognizing that each child is unique and is gifted differently, SMCA desires to provide a loving atmosphere which will allow each student to identify and develop his or her gifts and talents. Every individual has worth to God; therefore, we should demonstrate His love by providing an atmosphere of love, respect and acceptance for every student.



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Athletic Philosophy

St. Mary's Christian Academy Athletics aims to compete with excellence, to win with integrity, and to reach students from a spiritual perspective. The athletic department currently provides 5 intra-scholastic sports that include middle school boys and girls basketball, volleyball, and soccer. Although excellence and hard work are pillars at St. Mary's Christian Academy, the ultimate goal is to produce Christian men and women who honor the Lord, on and off the field.

SECTION I – GENERAL POLICIES

Office Hours

- 1) School office hours are from 7:45 am until 3:45 pm Monday through Friday. Parents or visitors coming to the school to visit or to transact business must sign in at the front office.
- 2) The school secretary will obtain permission for the visitor to see someone in school administration or to visit a classroom. A parent or visitor cannot, for any reason, go directly to the principal's office, or to a classroom.

Finance office hours are Monday through Friday from 8:00 am to 4:00 pm

School Hours

1. All classes are scheduled from 8:00 am-12:00 pm.
2. Extended hours are available until 4:00pm for those parents who are unable to pick-up at noon.

Parental Classroom Visitation

Parents are encouraged to visit our school in order to observe their child in his or her classroom setting. However, pre-school age children and visiting school age children are not permitted to visit classes without prior permission (24 hours in advance) from the school office. Parents should notify the school office of their intent to visit by note 3 days prior to the visit. Parent's classroom visitation forms can be picked up from the school office. Prior approval from the office must be given to drop items off to a student already in a classroom. A visitor badge will be issued prior to parents visiting their child's classroom.

Classroom Parties

Classroom parties are allowed throughout the school year, but they must receive approval from administration. When such occasions arise, we encourage as many parents as possible to come out and assist their child with the activities. The school's administrative staff must be communicated with in writing one-two weeks prior to the event and approval from the administration must be granted before a party can take place. All parties are only allowed after 3:10pm.



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School Calendar

One school calendar will be issued to each family during Orientation (Held in August of each year). This calendar will indicate such dates as holidays, teacher's workdays, report card and progress report distribution days. It is also able to be viewed online. Please review the school calendar often.

Before/Aftercare

As a service to working parents with students in the Academy, we offer a Before Care/Aftercare service. This service involves taking care of students prior to and after school hours. It is mandatory that all students be in a supervised environment where he or she must do homework, read, etc. If any student does not comply with the mandatory, after school study structure, roams around campus, or disrupts the study environment with reprehensible behavior, that student may face suspension.

Fees for aftercare and before care are set annually and are payable by the month for the month for the sake of convenience. If the before and/or aftercare service is chosen you will be billed at that set rate for those services for the remainder of the school year. However, if you are not set up for before and or aftercare and utilize the service(s) anytime during the school year, you will be automatically charged for the service(s).

You do have the option of dropping before care or aftercare services as long as it is put in writing and turned into the finance office before the 1st day of the month in which services will no longer be utilized.

Before and Aftercare charges will be levied as follows:

There are two aftercare programs: One program is operated under the daycare supervision and the other under the supervision of SMCA. You will be notified as to the one that your child will be assigned.

*See fee sheet for the cost of before and aftercare.

Telephone Calls and Messages

All telephone calls and messages to students or teachers must be directed to the school office. Student's cell phones must be kept in their lockers or vehicles. No student or teacher will be called out of class except in cases of emergency. Messages will be taken. Student use of the telephone will be limited to necessary calls. Parents must make arrangements for afterschool pick-up before students leave for school each day. If anything changes regarding your plans to pick up your child, he or she will be expected to follow their usual routine. **We reserve the right to determine if a call is necessary.**

Leaving School

It is the policy of SMCA that no student is allowed to leave the school grounds without permission. "Skipping School" will result in suspension. After 12 noon, when school has dismissed, students may leave with their parents. If for some reason, the parents wish for their student to ride with someone else, then it is required that the office receives written permission from the parents. Students are not



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to leave the school grounds (walking or riding) without prior permission from their parents and SMCA. Such behavior will result in a suspension or possible expulsion.

Visitors and Guests

- We welcome parents, relatives, and friends to come and observe our classes. Simply visit our office and fill out a parent class visitation request form.
- Once the administration reviews, approves your request and coordinate with the classroom teacher, you will be called to verify the date of your visitation. Please submit your request one (1) week in advance prior to your requested visitation date.
- Parents are NOT allowed to visit their child's class unless they have received permission from administration. The office will issue a visitor badge prior to you visiting the classroom for any reasons. This will keep classroom disruptions to a minimum.
- Persons coming to the school are asked to report directly to the school office. This includes parents who come to pick up their child(ren) early or bring them in late.
- All visitors must obtain a badge from the front office before entering any classroom.

Furthermore, if the above is not adhered to, visitors and guests may be asked to leave the campus. Failure to cooperate with school administration may result in SMCA filing trespassing charges against the vagrant individuals. This is simply our effort to maintain a safe environment for your child.

Pre-Registration Month for Existing Students

During the month of January, parents will be notified and encouraged to pre-register their child for the Fall semester of the upcoming school year. By pre-registering, parents will be assured of having a place reserved for the upcoming school year. We also allow any "walk-ins" (those who are not yet in our school) to pre-register for the fall in February of each year.

Please know that pre-registration does not guarantee admission or re-admission to SMCA.

School Supplies

Each teacher will supply the parent with a list of supplies required for his/her class. Parents and students are expected to assure that these supplies are available throughout the year.

Amendments

SMCA Board of Directors reserves the rights to add, delete, or amend any policy as deemed necessary within this Handbook. If any policy is to be amended or deleted or new policies added to the Handbook, parents will be notified of the changes, dates of adoption, and effective dates.

Admissions Policy

SMCA exists to offer an academic program of excellence in a Christian environment. Students will be expected to have high moral standards and to strive toward mastery of all schoolwork. At the discretion of the principal, an applicant may be asked to take an assessment test or furnish the school



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with the results of previous assessment administered by a previous school. This will not be used to exclude the student from our program but to assist us in identifying his or her specific needs.

Acceptance

The following are requirements used in consideration for admission to SMCA:

1. A minimum GPA of 2.00 (GPA's lower than the required minimum will require the Board of Directors approval for *conditional acceptance*.)
2. Evidence of the applicant's potential for success in a college preparatory program. (rising 9th - 12th graders)
3. The desire of the student and parent to attend school in a Christian environment.
4. Submission of the student's behavior history.
5. SMCA's opinion of past parental cooperation and support.
*SMCA's opinion does not necessarily disqualify an applicant from admission.

SMCA reserves the right to accept or reject the admission of any student and to place that student in the grade level or subjects judged most appropriate for his/her school experience. The Admissions Office and the Board of directors may render this judgment based on the completed application, student/parent interview, testing (if deemed necessary), previous school achievement and behavior history.

(Also see Non-Discriminatory Policy.)

If all the above requirements are met, the Admissions Office can grant admission to the requesting student. However, in the event that any of the listed conditions are not within SMCA's admissions requirement, the application will be referred to the SMCA Board of Directors for consideration. (Parents will be notified by letter within two to three weeks from the date of the submission of the application concerning the student admission status.) **The ability to advise parents within a timely manner will be based upon the timely receipt of requested materials from the student's present school system and/or the parent.**

The Board of Directors maintains its right to grant conditional acceptance, with certain stipulations, to students whose GPA is below the 2.00, but demonstrates the willingness and aptitude to learn. Stipulations may include grade retention and or granting conditional acceptance, which places the student on Academic Probation and mandatory participation in SMCA Afterschool Academic Enrichment-Tutorial Program.



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The Application, Admission, & Enrollment Process

Below outlines the process for enrollment to SMCA, but not necessarily in this order:

STEP I. Campus Visit and Interview

Visits and interviews are by appointments only. During the interview, the applicant and parent will have the opportunity to meet with administrative staff and will review information contained in the applicant and parent questionnaire. If and when a family or parents visit our campus without notice, we will make all efforts to meet with the family/visitors if an administrator is available.

STEP II. Application

In order to initiate the admissions process, the student and parent are required to submit the following items:

- Application form, report cards or transcripts of the past three years along with a behavioral history.
- Applicant and parent questionnaire.
- The records release form.
- Submit the non-refundable registration fee (This fee does not apply to tuition) and must be paid even if a child's application must be submitted to the Board.
- Immunization record. (See Immunizations).

STEP III. Screening/Testing

Based on a student's academic history, SMCA reserves the right to subject a prospective student or a returning student to a screening/entrance exam to determine if SMCA will be able to meet that student's academic needs. The Admissions Office will advise the parent and student of the need and time for testing. Screening/entrance exams will focus on the areas of Mathematics and English/Language.

STEP IV. Board of Directors Review

If an applicant does not fully meet the minimum requirements of SMCA, **the** Board of Directors will determine if **the student** should be granted admission and determine **what** stipulations should be imposed. Stipulations may include grade retention and/or granting conditional acceptance, which places the student on Academic Probation and mandatory participation in the Reconstructive Program.

STEP V. Registration & Fees

Upon approval for admission, the student is considered enrolled upon SMCA's receipt of registration fees, the first month's tuition, and other applicable fees, such as an athletic fee, resource fee, book fees, and signing of the Statement of Conduct. For grades 6-12, a class schedule will be **provided** to the accepted student.



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Immunizations

An up-to-date immunization record must be turned in by August 1st of each year. Your physician can document this information when your child goes in for his/her physical. All students must be immunized with the following vaccine minimum dosages before entering Kindergarten. As of January 1, 2008, by law, children who are 12 years old on or before August 1, 2008 must have one dose of Tdap vaccine, if five years or more have passed since their last tetanus/diphtheria toxoid.

- A. **Diphtheria, Tetanus and Whooping Cough (DTP)**-Five doses. Three doses by age 1 and two booster doses: one in the second year of life and the other on or after the fourth birthday and before enrolling in school (K5) for the first time.
- B. **Polio**-3 doses of trivalent type by age 2 years and a booster dose of trivalent type on or after the 4th birthday and before enrolling in school (K5) for the first time. Or one dose of each of the three monovalent types by age 2 years and a dose of trivalent type before enrolling in school (K5) for the first time.
- C. **Measles (Rubella)**-one dose of live, attenuated vaccine by eighteen months.
- D. **Rubella vaccine** -one dose of live, attenuated vaccine by eighteen months.
- E. **Mumps vaccine**-one dose of live, attenuated vaccine by eighteen months.

Individuals who receive the first booster dose of diphtheria, tetanus and whooping cough vaccine on or after the fourth birthday shall not be required to have a second booster dose. Individuals who receive the third dose or oral poliomyelitis vaccine after the fourth birthday shall not be required to receive a fourth dose. The North Carolina Commission for Public Health has made several changes to the rules regarding vaccination of school-aged children and college students. Effective January 1, 2008, the administrative rule, 10A NCAC 41A.0401, has been changed, adding requirements for a booster dose of Tdap (tetanus, diphtheria, and a cellular pertussis) vaccine and a second dose of mumps vaccine. These rule changes will go into effect beginning with the 2008-09 school year.

The new rule states that a booster dose of Tdap vaccine is required for the following individuals:

- All students attending public school who are entering the 6th grade on or after August 1, 2008, if five years or more have passed since the last dose of tetanus/diphtheria toxoid.
- All students not attending public schools (i.e., private, home-school, non-traditional schools) who are 12 years of age on or after August 1, 2008, if five years or more have passed since the last dose of tetanus/diphtheria toxoid.
- Individuals enrolling in college or university for the first time on or after July 1, 2008, if a tetanus/diphtheria toxoid or tetanus/diphtheria/pertussis vaccine has not been administered within the past 10 years.

Notice of Non-discriminatory Policy Regarding Students

SMCA affords students of any race, color, nationality and ethnic origin to all of the rights, privileges, programs, and activities generally afforded or made available to students at the school. It does not



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discriminate on the basis of race, color, nationality and ethnic origin in administration of its education policies, admissions policies, financial aid and loan programs, athletics or other school programs.

Placement

The SMCA Administration (Principal, Assistant Principal, and the Guidance Counselor) and Board of Directors maintain the right to academically place students in the grade level deemed most appropriate for the student's abilities.

Attendance Policy

It is the responsibility of the student and parent to create the habit of being punctual and regular in attendance. Because faithful attendance is necessary for the maximum benefits, the following will apply. However, each case will be decided upon its individual merits. Do not plan family trips during nine-week tests or semester exams.

- Any student who is absent, excused or unexcused, 20 days during the school year may be retained.
- In the case of unusual or unavoidable circumstances, consideration will be given to not retain the student, providing he or she has attained the required skills to progress to the next grade and has completed the required course work.
- Only excused absences will be given consideration.
- Students accessed by the teacher or office personnel may be asked to be seen by a doctor/physician before returning to school.
- Students with frequent and/or prolonged unexcused absences may be referred to the student's local Juvenile Services Division for alleged truancy as required by State regulations.
- Absences for financial suspensions will be considered unexcused.

It is the responsibility of the parents to obtain all homework assignments, tests, make-up work, etc. for their child/children during their absence. All assignments must be made up within 24 hours of the student's return, pending the number of days absent. Parents must contact their child's teacher(s) to schedule the time to pick up missed assignments.

Excused Absences:

1. Personal illness, injury or doctor's appointments, which cannot be scheduled after school hours.
2. Illness in the immediate family, which requires the student's presence. (This does not include routine baby-sitting with an ill brother or sister.)



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3. Death in the family.
4. Absence with prior approval from school administration, **not the student's teacher.**

Verified illness of a student

Please note, being tired or sleepy **does not** constitute an excused absence.

- **When a student is absent, parents should call the school office by 8:00 am**
The parent or student should check with their teacher(s) for missed homework assignments. Office personnel will assist parents in picking up any necessary books.
- **Verified doctor or dental appointment.** Appointments should be arranged after school hours whenever possible.
- **Bereavement** Three days are typically allowed for immediate family, but this may be altered at the discretion of the administrator.

The following will excuse an absence (provided they meet the excused absence guidelines):

- A note from the parent(s) or legal guardian explaining the absence must be presented to the school office the day following the absence.
- A phone call by one of the parents or guardians to the school office the day of the absence or on the return day. Additionally, a note from home/doctor's office should be sent with the student for his/her teacher, upon the student's return to school.
- If notification of the reason for an excused absence is not received within three school days, it will be coded as unexcused.

Tardiness

- It is important that students always be on time for school and to class. By being prompt, the student is demonstrating self-discipline and responsibility. Students are considered tardy if they are not in the classroom before the tardy bell rings to begin the next class.
- Arriving to class after the tardy bell rings is considered tardy to class.

School Day Times

- All grades begin school at 8:00 am daily. Arrival to homeroom after 8:00 am will constitute a tardy; tardy students are required to report to the front office to receive a tardy pass.

Skipping Class: Any unexcused tardiness to class beyond 10 minutes is considered skipping a class. This results in an automatic 1-2 day suspension from school.

Special Note: One suspension day is the same as one unexcused absence. Students who have been suspended must have their work picked up by the parents the day before their suspension day.



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All work must be turned in their first day back to school. Student can receive a maximum of 70% for completed work.

Unexcused Absences

Absences for shopping, haircuts, baby-sitting, needed-at-home, etc. are considered **unexcused**. After a student has accumulated three unexcused absences, the parents will be called **to set up** a conference. SMCA highly recommends that parents only sign out a student if it is deemed extremely necessary.

Truancy

Truancy is any absence from school without the knowledge or consent of parents and/or school administration. This would include leaving school without permission before the end of the day or staying out of any scheduled class without permission. Truancy will not be tolerated and will result in an automatic one-day suspension. Continued acts of truancy will result in dismissal and a referral to the Juvenile Services Division in the county of which the student resides.

Early Dismissal

Please schedule medical and dental appointments outside of school hours whenever possible. Please keep such appointments to a minimum and avoid them entirely at test times. Checking out of school early is strongly discouraged. Parents should try to schedule all medical appointments, haircut, etc. after school hours. Students who leave before 11:30 am will be counted absent for the day. However, if it is necessary for a student to be released before normal dismissal time, a request must be made in writing to the school office. The following policy on child release will apply:

Policy on Child Release

ALL students, regardless of age or grade level, are to be released to the custody of the legal guardian. However, when that is not possible the following will dictate proper release.

- Parents should have on file the names, along with pictures (pictures can be **visible** copies of driver's licenses, etc.), of those they have authorized to pick up their student.
- Parents should call the school and notify the office if an authorized person will be picking up their student in their absence.
- The authorized person will be required to go to the school office and will be asked to produce identification and sign a release form. This form has to be submitted to the teacher before the child can be released.
- If someone other than the authorized person is picking up the student, the parent must fax or send a note with their signature stating that someone besides the previously listed authorized persons will be picking up their child(ren). That person will be asked to present identification and sign a release form. School administration may call the parent to verify the information presented.



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- Once the authorized person can be verified, the front office will contact the teacher via intercom, and the child will be released from class to come to the front office.
- The signed release form by the authorized person is to be turned in to the school office by the end of the day.

Morning Drop-Off

Parents are asked to use the designated drop-off areas for their students each morning. It is imperative that parents do not get out of their vehicles to go into the building if they use these drop-off areas within the carpool lines. Please park in a space if you have business inside the school. If your student is late arriving to school, please sign them in at the front office. You will not be permitted to walk them to their classroom.





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Financial & Giving Policy

Gifts & Fundraising

Tuition and fees do not cover all of the expenses associated with the full operation of SMCA. Therefore, it is necessary to utilize other means to generate revenue to meet the needs of the school.

Fundraising will be conducted at specified times during the school year as a means to generate the necessary revenues for the school. Parents, students, and friends of SMCA are strongly **expected** to cooperate and support fundraising events and programs. No students or teachers will be allowed to sell items during class time.

Although SMCA maintains its affiliation with St. Mary Coptic Orthodox Church, it operates under its own articles of incorporation and 501(3) c tax-exempt status. Therefore, all contributions to SMCA are fully tax deductible.

St. Mary's Christian Academy needs your support. We are asking, students, parents, grandparents, alumni, and community friends to join us in providing annual, above budget, leading-edge resources that will help prepare students spiritually, academically, and physically, to positively impact their family, community, and the world. Each department/program provides a list of items that will enhance the curriculum/program. Partner with us in equipping students for the future. Below are several ways you can provide your financial support to our school:

1. Gifts to the School

Gifts to the school can be made in the form of cash, real estate property, vehicles (in working condition), and luxury items, such as planes, boats and jewelry. These items are all tax-deductible. Also, from time to time, parents and others may like to donate books, computers, filmstrips, classroom equipment, and other items. Anyone who desires to make a donation should check with the principal to determine specific needs. Donations may be directed as follows:

- A. Donations may be designated to specific projects.
- B. Donations may be undesignated and deposited into the general operating fund for SMCA.

2. Consider Planned Giving

Planned giving is a type of charitable giving that allows you to express your personal values by integrating your charitable, family and financial goals. Making a planned charitable gift usually requires the assistance of the charity's development professional and/or a knowledgeable advisor such as an attorney, financial planner, or CPA to help structure the gift.

Planned gifts can be made with cash, but many planned gifts are made by donating assets such as stocks, real estate, art pieces, or business interests—the possibilities are endless. Planned gifts can provide valuable tax benefits and/or lifetime income for you and your spouse or other loved one. The



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most frequently made planned gifts are bequests to charities, made through your will. Other popular planned gifts include charitable trusts and charitable gift annuities. Thus, by definition, a planned gift is any major gift, made in lifetime or at death as part of a donor's overall financial and/or estate planning. For more information on St. Mary's Christian Academy Planned Giving program, please contact St. Mary's Christian Academy at (984) 500 – 5990.

3. Provide Gifts-In-Kind

Gifts-in-kind is a type of charitable giving in which, instead of giving money to buy needed goods and services, the goods and services themselves are given. In return, donors are given a letter of receipt for the personal tax filing. If you are interested in donating goods or services, please contact St. Mary's Christian Academy at (984) 500 – 5990.

4. Double Your Giving Impact through Matching Gifts

Many companies offer matching gift programs to encourage employees to contribute to charitable organizations. Some provide matching funds to support employee volunteer hours. Most of these programs match contributions dollar for dollar, and some will even double or triple the amount of your gift. If your employer requires a tax identification number, EIN, please contact the St. Mary's Christian Academy for the number.





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Tuition Fees & Forms of Payment

SMCA Fee Schedule 2019-2020

Tuition
Annual Academy Tuition \$4,200.00

Learning Option	10 Month	12 Month
On Campus (KG-9)	\$420.00/month (August – May)	\$350.00/month (July – June)
The Virtual Option	\$185/month	N/A
Late Fee (paid after the 5 th of each month)	\$50	\$50

Fees

Registration	\$100.00
Curriculum Fee	\$200.00
Resource Fee (Includes SIMS Technology Fee)	\$150.00

*****All fees and/or monies paid for registration and tuition to include curriculum, activity, capital improvement and resource fees are non-transferable and non-refundable.*****

1. Pre-Registration Fee

A non-refundable fee will be collected for returning and new students for the following school year before your application is processed. The pre-registration period is determined by school administration for each school year. All registration fees are non-refundable.

• Tuition and Fees:

Tuition is a set annual fee (see fee schedule for the current school year) that is due and payable on August 5th of that school year. However, for your convenience, tuition may be paid in ten monthly installments. Payments will be due on the fifth of each consecutive month beginning August 5.

• Late Fees and other Penalties

Payments received after the 5th of the month will be assessed a late fee in the amount of \$50.00. If tuition and other fees are not paid by the 10th of that month, the student will receive a "financial suspension" until the tuition and fees that are in arrears are paid in full. This is only done as a means to collect a debt and is not intended to inconvenience either the student or the family.

5. Returned Checks

After receiving a second returned check, SMCA will ONLY accept cash, online, or money order payments thereafter. Returned checks carry a \$35.00 surcharge. The amounts of the returned checks and associated fees must be paid within 24 hours of receiving notification from our finance office or the checks will be turned over to the school's collection firm.



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6. Book Fee

Parents will be notified by letter prior to the beginning of school of book fees, which must be paid in full no later than the 1st week of this school year. Purchased books may be kept at the end of the school year. Each student and/or parent must sign a receipt to indicate that books have been received. Sales of all books are considered final, and all books are the property of the parent/students. Refunds will not be given if the student transfer to another school after the school year has started. All students are required to have their textbooks by the 2nd week of school. Any student needing copies due to the absence of their books will be assessed a copy fee of \$.10 per page on the child's account. Books ordered late will incur a \$25.00 late fee.

All books will be purchased through the school office.

7. Resource Fee

This fee is assessed to cover expenses incurred from elective classes, standardized testing, school membership in the Association of Christian Schools International (ACSI), and teacher/classroom supplies. It is due and payable on August 1 of each year along with the first tuition payment. This fee must be paid by the 3rd week of school. If paid after the 3rd week, a \$25.00 late fee will be assessed.

8. Athletic Fee

This one-time non-refundable fee is required for students participating in any athletic program at SMCA. (Refer to tuition and fee schedule for amount). The fee is assessed after the student has tried out for a particular sport(s) and has been notified of acceptance to the team. This fee is due and payable prior to the athletic teams first game. No student will be allowed to participate in any team games until their athletic fee is paid. Failure to pay the fee in full will result in your child's suspension from the team along with a late fee assessment added to the tuition payment. If paid after the deadline, a \$35.00 late fee will be assessed.

9. Forms of Payment

Payments can be made in the forms of cash, money order, certified check, personal check, credit card and debit cards.

Special Note: *All fees and/or monies paid, including registration, books and tuition are non-refundable and non-transferrable.*

Student Sponsorship

St. Mary's Christian Academy provides financial assistance, on a limited and individual basis to students who demonstrate a financial need and show strong academic aptitude. **Financial assistance is administered only if money is available through donations or contributions from outside sources.** All students receiving an academic sponsorship must maintain a 2.8 GPA. If a student's GPA falls below 2.8, they will forfeit their sponsorship for the remainder of the school year.



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The sponsorship can only be reinstated at the discretion of the Board of Directors, and the parent must re-submit in writing for re-enrollment once their child's GPA rises above 2.8.

Communication

Parents/Students to Faculty

- All concerns about the classroom must first be presented to the teacher by the parents, or if the student is mature enough, by the student himself. A respectful demeanor is required at all times.
- If the problem is not resolved, the parent and/ or student may bring the concern to the principal. If the student brings the concern, he must have permission from his parents to do so. If the problem is still not resolved, the parents should submit the matter, **in writing**, to the Board of Trustees.
 - A parent conference may be requested as needed.
 - Email communication is usually the most efficient.

Faculty to Parents

- Faculty should respond to parent telephone calls or email messages within 24-48 hours.
- A formal parent-teacher conference is required during the first quarter.
- Informal conferences should be arranged as needed.
- A conference will be held at the end of the third quarter for any student with the possibility of retention and/or who is experiencing academic and/or behavioral difficulties.
- If a parent and teacher cannot resolve a difficulty, the principal may be contacted.

Parents to Administration

- Prior to approaching the principals, all concerns about the classroom must first be presented to the teacher by the parents or student.
- If the parents have a grievance or dispute about the general operation of the school (apart from the operation of the classrooms), they should bring their concerns to the School Principal.
- If the situation is not resolved, they should present their concerns, **in writing**, to the Board of Trustees.
- This procedure also applies to Board members who are acting in their capacity as parents and not as representatives of the Board.



SECTION II – CONDUCT AND DISCIPLINE

General Student Conduct and Discipline

SMCA will expect a lifestyle that reflects Christian standards that will protect our students and provide and mandate an orderly operation of our academy. The academy believes that discipline is necessary for the welfare of the students as well as the entire school. Each teacher is given the liberty to make and enforce classroom regulations in accordance with Christian principles, administrative directives, and discipline set forth in the Scriptures.

SMCA expects total cooperation from both the students and parents regarding the education of the students. If at any time we believe that this cooperation is either lacking or non-existent, we may request that the student be transferred.

Discipline is the balance of love and control. Discipline and order are necessary to the traditional Christian educational process. Our faculty strives to provide love and special attention to the individual student.

General Classroom Code of Conduct

Teachers are given a certain degree of autonomy regarding the management of the conduct of their students throughout the day. Therefore, students should expect to be corrected when their behavior jeopardizes the learning environment and impedes, to any degree, the effectiveness of the teacher. Parents will not be called until the teacher's corrective measures have proven to be ineffective.

All students are expected to follow these general rules of conduct while in the classroom:

- No food or beverage other than drinking water is allowed in any classroom for any reason.
- No chewing gum is allowed during any class time, for any reason.
- Students are to stay in their seats during lecture time.
- Students are to face the front of the class during lecture time.
- There is to be no communication from any student without permission.
- Cheating is not tolerated and carries an automatic 1-day suspension.
- Students are to raise their hand if they need to address the teacher unless the teacher has given blanket permission.
- Students are to address those in authority with respect.
- Students are to behave in a way that will not disrupt the attention and/or activities of the teacher or another student.
- All students who run errands must have a hall pass or they will be considered to be skipping class.
- Students must arrive to school with all of their necessary supplies, such as paper, pencils and books. Failure to do so will be regarded exactly the same as not having an assignment. Coming to class unprepared on a consistent basis may lead to disciplinary action. (Students may not borrow supplies from fellow classmates).
- Students must abstain from profanity, offensive slang, vulgar slang and sexual innuendo.
- Students must accept all school policies, rules, and regulations that may be adopted or changed by the academy whenever necessary.



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- Students are not to conduct personal grooming (such as combing hair, manicures, etc.) while class is in session.
- No running is acceptable. Students must walk at all times whether in the building or outside as directed.
- Students must get permission from their teacher before leaving their desk or the classroom.
- Students must get permission to leave the campus during the school day.
- Verbal or physical assault toward a teacher will result in immediate dismissal.
- The teacher may establish additional rules or guidelines to meet the needs of a specific grade level or class.
- Juniors and seniors are the only students eligible to leave campus during lunch time.
- Students that have been permitted to leave campus during lunch time are not allowed to bring back any food or drinks for students that are not eligible to leave for lunch or those that are eligible but did not leave that day.
- Students that have been permitted to leave campus during lunch time are not allowed to bring their food back on campus to SMCA's campus. Furthermore, these students are not allowed to leave campus for lunch and then return to the cafeteria at all during lunch time.
- Students that have been permitted to leave campus during lunch time must return to campus in time to be present at 1:22 pm for 7th period. Any student who earns an unexcused tardy for returning to campus late after lunch will receive the following:
 - 1st unexcused tardy** = verbal warning and will be marked as late to class.
 - 2nd unexcused tardy** = write-up and lose of off campus lunch privileges for one week.
 - 3rd unexcused tardy**= lose of campus lunch privileges for the remainder of that quarter or until and administrator reinstates their privileges.

Special Note: If anyone who has lost off campus lunch privileges decides to go off campus, they will be written up again, suspended one (1) day and placed on Behavioral Probation.

Sexual Harassment

All students are expected to treat one another courteously, respect the other person's feelings, avoid any behaviors known to be offensive, and to stop these behaviors when asked or told to stop. All students and teachers are prohibited from engaging in offensive verbal or physical conduct of a sexual nature.

Complaint Procedure

A student and/or parents are encouraged to discuss any questions or concerns about sexual harassment with the principal. Students who believe they have been or are being subjected to any form of sexual harassment by a teacher, staff or another student as defined above shall bring the matter to the attention of the principal. However, no procedure shall have the effect of requiring the student alleging such harassment to present the matter to a person who is the subject of the complaint.



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Rules and Consequences for Middle and High School Students

Considering the complexities involved in the development with pre-teens and teenagers, the below rules represent a condensed version of the above rules for these age groups' better understanding and compliance with the stated rules. All of the above rules remain in place, however, this condensed context is considered most suitable for these age groups.

1. Be in your seat and ready to work at the beginning of class.
2. Bring all needed materials to class; i.e. paper, writing utensils, etc.
3. Treat the teacher, staff, administration, and fellow students with respect.
4. No profanity or derogatory language will be tolerated at any time. This will result in an automatic one (1) day suspension.
5. Students must obtain permission from your teacher before leaving their seats.
6. Students must obtain permission from the teacher before leaving the class.
7. Any student leaving the class, for any reason, must obtain a hall pass from the teacher whose class he/she is leaving. Students must obtain a hall pass even when being called to the office. When approached, students are required to present this hall pass to any school official.
8. Students are not allowed in the Teacher's Lounge, Coaches office, or other classes without permission.
9. Students must raise their hand and wait to be acknowledged by the teacher before speaking.
10. No food or drink is allowed to be consumed in class.
11. No cheating is allowed at SMCA.
12. No copying another student's homework, when you failed to do your own assignments.
13. No fighting is allowed.
14. No destruction of school or personal property of staff members or other students will be allowed.

Consequences for violation of any of SMCA's rules may include:

1. Documented verbal warning and call to the parents.
2. Loss of points, detention, teacher assigned task, in addition to a call to the parents.
3. Student/Teacher/Parent Conference.
4. Automatically sent to the office. Student is therefore subject to a suspension or expulsion.

Imposed Consequences

1. Afterschool Detention (ASD)

This consequence is used as a method of correcting daily misconduct or students who has received three tardies in a semester. For example, after a sufficient number of warnings, ASD may be required for failing to do one's homework. Parents and students will be advised within 24 hours when ASD is assigned, which gives the parent and student time to arrange transportation. ASD will include grounds keeping, janitorial duties (cleaning, sweeping, mopping, dusting, etc.), or student will complete missed assignments and/or tests. ASD will be held between the hours of 4:00-5:00pm unless the student has mandatory tutorial. It is a supervised block of time. Students may not eat, or drink, in detention.

We recognize that ASD may be an inconvenience to parents as well as to students. However, if we are to be successful in this area, **we must have 100% parental support.** A two-hour



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Saturday detention hall from 8:30 am-10:30 am may be assigned for repeat offenders. Saturday detention will be used at the discretion of the administrative and the teachers of the student.

3. Suspensions

Suspensions are “out-of-school”. The principal will determine the length of suspension based on the infraction. A student who receives an “out-of-school” suspension can only make up to a 70% on any missed assignment in all subject areas for each day of suspension. His/her grades will be averaged to determine academic standing on report cards. Suspended students will receive all work missed in class and must turn it in the following day for 70% credit or when they return to school. Parents are responsible for picking up their student’s assignment(s) from the teacher the morning or afternoon of the suspension day. Any assignments not turned in will result in zeroes. (No exceptions). If this occurs during mid-term or final exams, exams will be rescheduled at the teacher’s convenience. Students are not allowed on campus during the time of an out of school suspension for any purposes, to include attendance for sporting events, which is a school activity. The following offenses will result in a suspension:

- Truancy: a person who is absent without leave, especially from school; leaving campus without administrative or parental consent/permission.
- Profanity or indecent language
- Obscene gestures
- Willful and serious destruction of school and/or personal property
- Stealing
- Dress-Code violations
- An irresolvable rebellious attitude
- Sexual harassment of anyone (verbal or physical)
- Bullying
- Horse-playing
 - ❖ Horseplay will be reviewed at the discretion of the administration regarding suspension
- Blatant disrespect to any staff member on the St. Mary's Christian Academy campus.
- Excessive detentions & tardiness
- Use or possession of any illicit substances (first offense only)
- Fighting
- Displays of physical affection (hugging, kissing, petting, etc.)
- Cheating

5. Saturday Detention

Saturday detentions are served from 8:30 am–12:00 pm and require a \$25 fee, payable upon entering the detention room. The school day dress code is required. Students out of dress code will not be allowed into the detention room and will be considered as absent (unexcused). The only acceptable excuse for missing a Saturday detention is illness or attending a funeral, which must be verified by a written note from the parents or the medical caregiver. Any other excuse must be approved by an administrator at least 48 hours in advance. Students will not be allowed into Saturday detention if they have not returned a signed detention slip or arrive late. These will be considered unexcused absences from Saturday detention. Saturday



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Detention may include grounds keeping, janitorial duties (cleaning, sweeping, mopping, dusting, etc.), as well as academic work.

6. Expulsion

This results from flagrant behavioral problems. Students who are expelled may be permitted to return to SMCA after being expelled for one full year. This decision to re-admit the student is determined by the Principal and the Board of Directors. Below are offenses, which result in automatic expulsions:

- Use or possession of illicit drugs including tobacco or alcohol.
- Possession of knives, firearms and any other type of weapon.
- Threatening bodily harm to a teacher, staff person, or student.
- Performing bodily harm to a teacher, staff person, or student.
- Sexual assault toward anyone
- Engaging in sexual activity on campus i.e.: having sex in the school, oral sex, etc.
- Exposure of body parts such as genitals, the buttocks, or female breasts.
- Any gang activity, paraphernalia, or gestures that insinuate gang affiliation, i.e. gang signs written on personal property, gang signs written on school property, or gang signs made with body parts.
- If a student is adjudicated/convicted in a court of law, that student may be subjected to expulsion depending on the nature of the offense.
- Any gang activity, gang paraphernalia written on a student's person, gang paraphernalia written on personal/school property, or any gestures which insinuate gang activity.

The Disciplinary Process

All offenses will be handled in a resolute, expeditious manner. Parents will be notified and will be involved in the disciplinary process. Unless a specific disciplinary measure has been expressed for a particular offense, the parent(s) will be called in to discipline the student on the first occurrence. Generally, the principal or his designee will be involved in and/or responsible for handling major offenses. The following disciplinary measures will be utilized:

Offense	Consequence
First Offense	Can be a verbal warning or suspension. When a first offense results in a suspension, the second offense will result in a 2-3 day suspension. The third offense may result in a recommendation to the Board for the student's dismissal.
Second Offense	One (1) day suspension or one (2-3) day if suspended before. Parent conference is required before the student is re-admitted.
Third Offense	One (3) day suspension along with a warning letter. Parent conference is required before the student is re-admitted.
Fourth Offense	Dismissal/Expulsion



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*SMCA reserves the right to determine the appropriate form of discipline for any offense, including dismissal or expulsion, at any level of offense occurrence. Any of the above steps may be skipped if the offense is deemed severe enough in nature.

Respect Code

Each student must adhere to the following standards as he or she relates to any staff person while on the grounds of the institution:

1. All students are subject to the authority of any staff person at any time on the school grounds during the school day or during school functions.
2. Students will be courteous and respectful to administrative staff, teachers, teacher assistants, substitutes, ministry staff, secretaries, volunteers and visitors at all times.
3. Students are expected to address all adults as Mr., Mrs., Miss, or Ms. Students are also expected to use an expression of respect or honor when responding to adults. For example: "Yes sir", "Yes, Ms. _____", "No, Ms. _____", or "Yes Ma'am".

SECTION III - GENERAL EDUCATIONAL INFORMATION

Curriculum

SMCA uses a combination of the **McGraw Hill** and **Houghton Mifflin Harcourt** curriculum coupled with supportive material from the list of N.C. Adopted Textbooks, and various primary and secondary Christian Orthodox sources. The curriculum in totality is a God-centered approach to education and is geared toward the average student. However, the elementary grades are usually on a level of one to two and a half years more advanced than the public-school system curriculum. Many children enrolled in K-5 will generally be reading words as well as writing in cursive by the end of the year, and first graders will be reading complete sentences by mid-year. We teach reading by the use of phonics.

We hold that the classroom has two immediate authorities: the teacher and the textbooks. Both must be God-centered and should challenge not only the mental capacities of the child but also the spiritual capabilities. Although texts from the N. C. Adopted Textbooks list are secular in nature, the God-centered teacher will be able to properly dissect the book for its content and discern between the Godly and the secular. This method will allow the student to further develop their understanding of God as they, along with their teacher, challenge the secular world view.



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Bible Class, Chapel & Assemblies

- 1) Daily Bible classes will be an important part of the spiritual and educational process at SMCA. Students are required to purchase and bring a Bible and small notebook to school daily (New King James Version). Each day will contain a Bible class for all grade levels. These classes will contain the following elements:
 - Prayer and praise, to include singing,
 - Bible reading and study,
 - Theological study in the Orthodox tradition

- 2) Each Wednesday (unless scheduled otherwise) the entire student body will participate in Chapel Service as well as in special assemblies (such as award assemblies, career day, etc.). The following guidelines will apply:
 - a. Chapel attendance is required of all students.
 - b. Each student will demonstrate proper courtesy
 - c. There will be no unnecessary talking, distraction of others, or disturbances.
 - d. Students will not be allowed to study, do homework, read other materials during Chapel or assemblies.

- 3) All students are required to bring a Bible and notebook to Chapel.

All of the aforementioned Chapel/Assembly guidelines will be adhered to or disciplinary action will result.

Promotion Requirements

Promotion to the next grade level is based upon the student's mastery of courses in the present grade. Mastery means that the student has understood the material and could convey the information with a degree of confidence. Mastery of subject matter is determined by regular assessment of the student's ability to convey new knowledge as they receive it. Since some courses are standard at every grade level, successful completion of those courses will serve as the determining factor for promotion to the next grade or course level. Successful completion of the following courses will be used to determine promotion for the following grade and or course levels:

Grade Level	Promotion Requirements
6th & 7th	Promotion to the next grade level is based upon the successful mastery and completion of Language Arts and Math. Failure to meet these criteria may result in the student attending a summer enrichment program before consideration is given for promotion.
8 th	Promotion to 9th grade is based upon the successful mastery and completion of 8th grade Language Arts and Math 8. Failure to meet these criteria may result in the student attending a summer school program before consideration is given for promotion.
Graduation	See minimum requirements.

*No two English courses shall be taken concurrently unless otherwise allowed by the principal or his designees.



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Grading Scale and Report Cards

Grades will be designated in numerical form on the report cards. The following scale will be used for all quizzes, tests, special reports and as indicated on report cards and transcripts.

Grading Scale

Letter Grade	Numerical Point Value	Quality Points
A	90 - 100	4
B	80 - 89	3
C	70 - 79	2
D	60 - 69	1
F	59&below	0

Honors Courses

Honors and AP courses are offered based on the needs of the student body. As the diversity in the general student scholastic portfolio is realized, courses are added. A student may only enroll in Honors courses upon the sole discretion of the principal or a designee. Since there is an increased level of difficulty in the honors courses, the student is rewarded by an increased value to the quality point scale. The following is used in all such honors classes.*

Quality Point Scale

Letter Grade	Quality Points	Weighted Quality Points*
A	4	5
B	3	4
C	2	3
D	1	2
F	0	0

Honors Recognition

Our Honors Recognition program is one way we can reward those students who strive to achieve outstanding academic marks. This program is based upon the students' grade point average (GPA) and behavior report. GPA's are calculated using the quality points scale listed above.

There are three levels of Honor Students:

- **The Superintendent's List**

Comprised of students with straight A's, meaning no grade below 90 and have no behavior write-ups.

- **The Honor Roll**

Comprised of students with A's & B's within a grading period with no grade below 80.



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Recognition of these students will be made during our quarterly awards day.

Academic Probation

- All students whose quarter GPA falls below a 2.00 will be considered in academic jeopardy and therefore will be placed on "academic probation".
- Transfer and new students will be considered on "academic probation" if their enrolling GPA is below 2.00.
- If the Board grants admission to a transfer or new student whose GPA is below 2.00, the student will be considered "conditionally accepted" with certain stipulations. Stipulations include:
 - Mandatory tutorial services.
 - One Quarter period to earn a 2.0 GPA.
 - Good conduct
- Good conduct.
- Attendance to Saturday Academic Academy may be mandated by the administration for students whose GPA is below a 2.0. Parents are required to pay a fee of \$25.00 for each Saturday Academic Academy.
- All students placed on academic probation will be required to receive mandatory tutoring in the areas of deficiency. The student may also be required to receive "reconstructive tutoring" in the areas of Language Arts, which includes English and Reading, and Mathematics.
- The status of academic probation forbids the student from participating in any extracurricular activities (i.e. athletics, school clubs, band, choir, etc.).
- While on academic probation, any infraction to the guidelines expressed in Section II of this Student Handbook may result in immediate **expulsion** from SMCA.
- Students placed on academic probation will be required to meet with an administrator two times per week until their GPA meets or exceeds a 2.0.
- A student may clear academic probation by producing the required GPA at the end of the next reporting period (Quarter). If a student fails to clear probation by the next Quarter reporting period or another expressed time allowed, he or she may face **dismissal**.

Academic Interventions

1. Outside Interventions

At the discretion of the Principal, the Assistant Principal and Guidance Counselor, and/or the Board of Directors, a student may be mandated to receive academic and/or psychological evaluations as a means to determine if SMCA can properly service that student's academic needs. If such a mandate is given, the parent(s) will be given 30 days to seek the appropriate services and should be able to provide proof of his or her efforts. Furthermore, the parent(s) will be required to provide SMCA school administration with copies of all summaries, I.E.P.'s, psychological reports, and any other pertinent information regarding the student, inclusive of recommendations made by the intervening agency. The parent(s) are also mandated to follow the recommendations as outlined in summaries made by the intervening agency. If the parent fails to cooperate with the mandate as indicated by the lack of following through with appointments and or following the recommendations as outlined by the intervening agency, the student will be dismissed from SMCA.



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Dropping/Adding

Students should give careful consideration when registering for selected courses. Occasionally, a student will find it necessary to add or drop a class. Any student may add a class until the first three-week exam is given at the beginning of the year. Students have one week to drop a course.

Dropping and adding courses must always be at the discretion of the student's parents, faculty advisor, and Principal, Assistant Principal and Guidance Counselor.

Reporting Student Progress to Parents

Parental involvement is required. In order to keep you informed of your child's progress, several reporting methods will be used. In each case the focus will be upon the individual, not the group nor a comparison in the group:

- **Report Cards**

Report cards are issued at the end of every Quarter. Grades are based upon daily assignments, class participation, homework, quizzes and tests. Parents will receive report cards at the end of each of the four Quarters.

- **Progress Reports**

An extensive progress report known as the "Progress Report" will be sent to each parent at the midterm (4 weeks) of each Quarter. These reports are to be signed by the parent or legal guardian and returned to the school within 24 hours of receipt.

- **Transcripts**

Each student in grades 9 - 12 is entitled to obtain two free transcripts during their enrollment period per school year. Thereafter, each student will be assessed a fee of \$5.00 per official transcript requested and \$3.00 per unofficial transcript requested.

- **Cumulative Records**

When a new student enrolls in our school and is transferred from another school, a records request form must be completed and signed by the student's parent(s) or legal guardians. Our school or the parent will send this form to the address the parent provides for the last school attended. A student's cumulative folder contains information regarding academic progress, attendance, health, achievement tests, and special remarks. A parent may see the contents of his/her child's folder but may not remove it from the school office nor copy its contents. Permission to review folders will be granted by the principal. All information within a student's folder is regarded as confidential.

*Note: According to federal statute 42CFR Part 2B, information regarding substance use or abuse on the part of a minor student may not be disclosed to anyone, including the parents, without the specific written consent of the student or by court order.

Standardized Tests



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1. TerraNova Test

The TerraNova Test is an achievement test commonly given to students in grades K-12 that measures achievement in reading, language arts, mathematics, science, social studies, vocabulary, spelling, and other areas. The Terra Nova testing is published by CTB/McGraw-Hill and has set the bar for the highest standards in research, item reliability and validity, and technical quality.

2. College Entrance Exams

Students preparing for college entrance will be given the Preliminary Scholastic Aptitude Test (PSAT) and the Scholastic Aptitude Test (SAT). All students in grades 7th-11th will be allowed to take the Preliminary Scholastic Aptitude Test (PSAT). 11th grade students' PSAT test scores may make them eligible for the National Merit Scholarship or the National Achievement Scholarship. Students in the 10th-12th grades are required to take the Scholastic Aptitude Test (SAT). These tests are administered to middle and high school students throughout the country and are a requirement for entrance into many colleges and universities throughout the United States. The purpose of making these tests mandatory is to better prepare our students for future success. Statistically, the more times students take the tests, the better they do. We want to ensure that our students have the best test scores possible. Allowing our students to be exposed to these tests will increase their test-taking skills, as well as make them more competitive with students in their grades. Parents will be notified of all standardized tests and any applicable fees at least 30 days before the exam.

Check with the Guidance Office for dates and preparatory information.

Assessment Methods

Every student (KG – 12th grade) will be assessed during their first week of school in each class or subject area, which will not count toward their class grade. This allows the teacher and parent to begin any dialogue necessary about a student's educational needs. The purpose of these assessments is to provide the teacher with a snapshot of the students' current knowledge base of what they should have learned in the previous grade level. It also allows the teacher to gain an understanding of the student academic level and modify their teaching strategies to meet the students' needs.

Tests and Quizzes

Test periods generally occur at intervals of three weeks for each subject. Because of the large number of students and the susceptibility of many to lose tests that are taken home, no student is permitted to take tests away from the classroom. It is strongly encouraged that parents set conference appointments with teachers if their child has received a D or below on a test or quiz.

Classroom Participation

Each student is expected to arrive at school prepared to participate in class activities. Satisfactory participation includes responding to the teachers' questions, asking appropriate questions, completing assignments within the allotted timeframe, participating in group discussions or assignments when as a part of the class assignment, show involvement in class instruction, as well as display a willingness to learn.



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Homework

Homework is a vital part of each student's education. Teachers will assign homework to all students, and it is expected that parents will cooperate with them by seeing that the assignments are completed on time. Parents are in no way to do homework for the student. It is our belief that homework should not be given for students to teach themselves unfamiliar material. Homework is given in order to serve the following purposes: drilling, practice, remedial work, special projects and character-building (responsibility). Homework is not given on Wednesdays or other St. Mary Coptic Orthodox Church affiliated program days although it is expected that students study and prepare for upcoming assignments on those nights.

Mid-term and Final Exam

Students in grades 9th-12th will receive mid-term and final exams in core courses only, unless otherwise specified. Generally, elective classes do not require mid-term or final examinations. However, at the teacher's discretion, he or she may hold class during the scheduled time.

Mid-term Exemptions

Students may be exempt from mid-term exams by maintaining an "A" (93) minimum average for the **semester** of the exam and had no more than 6 absences for the first semester. The teacher will average all grades and inform the student and parent of his exam status at least two days prior to the exam.

Final Exam Exemptions

Students can be exempt from final exams, if and only if, they have an "A" average in that class for the **entire school year** and had no more than 6 absences for the second semester.

Students who qualify for exemption must get an exemption request form from the teacher whose course he/she is being exempt. The request must be turned in to that teacher prior to the exam day. Any student who fails to take and return an approved, signed exemption request form will receive a zero on that exam.

Nine-Week Grading Calculations

Each teacher determines the weight of assignment types in his or her class. These will be shared with parents and students by the teacher. A sample calculation is shown below:

Tests / Projects	30%
Quizzes	20%
Homework	15%
Classwork	25%
Participation	10%
TOTAL	100%



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Requests for Official Grades and Faculty Recommendations

Juniors and seniors who request transcripts of secondary grades sent to colleges and universities to which they are applying should follow these procedures.

- 1) Fill out information and applications pertaining to the student completely.
- 2) Give completed documents with proper envelope and postage to the guidance counselor for completion of the school's part.
- 3) Make a list of all criteria that must be included by the guidance counselor to make the package complete.
- 4) Members of the staff, administration and faculty who are chosen by the students to provide recommendations should receive a stamped envelope from the student to ensure a prompt reply to the request.

Independent Study courses

1. **Independent Studies** at St. Mary's Christian Academy is offered for students who have a conflicting schedule that prevents them from taking core courses that we offer at the same time period. For example, if a student needs English 11 and Physical Science and both classes are offered only in the 8th period of the school day, one of these courses may be offered to that student as an Independent Study course during another period. The student will not have any other course for the class period that they are in an Independent Studies course. Furthermore, if a student transfers in sometime during the school year they may have already been taking a core course that is needed which has a schedule conflict or the class is already full. In this situation, the student may be offered an Independent Study Course.

- Students taking an Independent Study course are accountable for the same work and grades that any other students that are taking that particular course during its regular time period.
- Independent Study courses are graded in the same manner as our regular school courses and all attendance requirements are applicable to each Independent Study course offered.
- Any student who must take an Independent Study course must have the St. Mary's Christian Academy Principal's approval in order to take that course.

2. **Courses taken through the Independent Studies program** are administered by an actual teacher of that given subject, during a class period which another class is actually in session. SMCA does this to ensure students the best instruction in case of questions that may arise with the materials that students are given to read, write, or work out. Independent Study courses are held during school hours and must be taken during a particular school day period slated for academic learning. Our school day periods are set up for a minimum of 45 minutes per subject. A student must cover at least 2 semesters worth of course material and must complete all tests, quizzes, homework and class assignments as students taking the course during its normally offered time.

3. **Independent Study courses** are available to all students that are enrolled in our high school. The main enrollment criterion to qualify for St. Mary's Christian Academy's Independent Study program is that there is a conflict in core course scheduling. Usually, Independent Study courses



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are allowed in cases of juniors or seniors that really need a core course that is only offered during the time of another core course. One other major consideration is the content of the course and a student's past grade history in that particular discipline.

4. **Independent Study courses** at St. Mary's Christian Academy are taught at the standard 4-year College Preparatory level and prepare students to enter a 4-year college after high school graduation.

Termination of Enrollment

A student's enrollment at SMCA may be terminated in several ways, by dismissal or voluntary withdrawal.

Dismissal

SMCA reserves the right to dismiss any student who does not respect its Christian standards, cooperate in the educational process, or fails to comply with the standards of conduct and attitudes established by the Academy and expounded upon in this handbook. In cases of dismissal, there is no refund of tuition or fees.

Student Withdrawal

A student is not considered withdrawn until an official withdrawal form is completed and turned in to the school office. All school materials, equipment and any other school owned property, including tuition or remaining financial obligations, must be finalized and turned in before withdrawal can be completed. If a student withdraws after the first of the month, the parent remains responsible for the complete month's tuition.

Requests for Refunds when Withdrawing from School

If a person feels that he or she is due a refund of any kind, this request must be made in writing within 15 days of withdrawal. All accounts will be considered final at that point. If a student withdraws or is dismissed during the school year, he or she will be charged a full month's fee for the month he or she withdrew or was dismissed.

*All obligations, including financial, must be cleared before final withdrawal is considered complete and records mailed to the receiving school.



SECTION IV - INTERSCHOLASTIC AND CO-CURRICULAR PARTICIPATION

Co-curricular Activities

SMCA believes that a holistic educational program includes strong academic, athletics, and extracurricular activities that support its educational goals while building strong character and citizenship. Since participation in the above listed areas sometimes requires considerable time and effort outside of the normal school setting and beyond the normal time frame of the school day, the following requirements are mandated for participation.

- 1. All students participating in co-curricular activities are to maintain the minimum GPA of 2.4 for each Quarter that any particular Co-curricular activity takes place and the Quarter leading up to that activity.**
2. All students participating in co-curricular activities can be absent no more than 4 days of any class during the semester of participation. Excused absences will not count against the student when course work is made up.
3. Students participating in a co-curricular activity that requires off campus travel must be present in school by 11:30 am to participate in the activity unless absence is approved by the Board of Directors.
4. Students receiving consequences for disciplinary infractions will not be allowed to participate or practice during the time of the consequence. Ex: A student in the Science Club cannot accompany the club on a club-related field trip.
5. Students who desire to compete for Student Leadership positions must hold a minimum GPA of 2.5 in order to qualify. Other binding qualifications may be mandated by School administration, in which a correspondence will be distributed to all parties involved by November.



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Athletic Policy

SMCA purposes to provide for its students a program in interscholastic athletics that is complimentary in excellence to its academic program. It is the intent of the program to support the overall student experience and to be educational in its purpose and content. For a student to be eligible for participation in interscholastic competition, during the regular season as well as in state and national play-offs, that student must abide and fulfill the following:

Eligibility:

1. Be enrolled in grades 7th– 12th at SMCA
2. All student-athletes must be passing Language Arts and Mathematics each Quarter of their athletic season and the Quarter prior to their athletic season beginning. For example, any student-athlete that participates in fall sports and attended SMCA the previous year, must have passed Language Arts and Mathematics the 4th Quarter of the previous school year in order to be eligible to participate in athletics for the current Fall sports season.
3. Attend special and regular church services at St. Mary Coptic Orthodox Church as deemed necessary by the Athletic Director.
4. Complete all necessary forms, including an athletic physical, as required by the Athletic Director.
6. Maintain the standards of the Athletic Academic Policy.
7. Pay the athletic fee as mandated (See the fee schedule for the amount)

Conduct

Student athletes must maintain proper conduct at all times. Evidence of inappropriate behaviors as defined by Section II Conduct and Discipline may result in suspension from team play. Student athletes receiving consequences for discipline infractions will not be allowed to participate, practice, or travel during the time of the consequence. Excessive infractions, which have resulted in the student receiving two or more suspensions from school or team play, may result in dismissal from the team.

Attendance

1. Student athletes should not be absent for more than 4 days from any class during the semester of athletic participation. Excused absences will not count against the student when course work is made up. Consequences are at the discretion of the coaches.
2. Student athletes must be present in school by 11:30 am in order to participate in team practice, travel, and or competition, unless an excused absence or tardy is approved by academy administration.

Athletic Travel Dress Code

Student athletes are to dress appropriately on game days, special awards ceremonies and school wide events for the duration of classes and travel to athletic events. See the dress code below:



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<u>Basketball</u>	<u>Volleyball</u>	<u>Soccer</u>	<u>Football</u>
<i>Boys</i>	<i>Girls</i>	<i>Boys/Girls</i>	<i>Boys</i>
Collared white button-up dress shirt and tie	Team travel polo shirt*	Team travel polo shirt*	Team travel polo shirt*
Dress slacks (must fit around the <u>waist</u> and have a belt.)	Khaki pants*	Khaki pants*	Khaki pants*
Dress shoes	Casual shoes	Casual shoes	Casual shoes
Matching blazer			
<i>Girls</i>			
Dress (below the knees) or slacks	Optional	Optional	Optional
Button-up dress blouse	See above	See above	See above
Dress shoes	Casual	Casual	Casual
Suit (slacks or skirt) Skirt must be below the knees	See above	See above	See above

***To be implemented 2019/2020 School year**

No tennis shoes are allowed.

No spandex material allowed.

See Athletic Handbook for details

Behavioral Probation

If any student is placed on Behavioral Probation they are not allowed to participate on any SMCA sports team, until the Behavioral Probation period has ended; or until they are released by administration to return to the team.

Athletic Transportation

SMCA's athletic department will provide transportation to all away athletic contests. Athletes are not allowed to ride to or from games with friends or in their own cars except in special situations. If there is a need for an athlete to make alternate traveling arrangements for a legitimate reason, parents will need to express their permission in writing to the Athletic Director.

P.E. Uniform Requirement

Students in grades 6 – 8 taking PE must wear the appropriate PE clothes. Students not having the appropriate PE uniform (dark Shorts and shirt) will result in losing **5 points daily** each day the student is not properly dressed.

Students may purchase their own items which must be blue or black shorts with a dark grey t-shirt. Additional colors may be allowed/approved by the SMCA Athletic Director/ All PE attire must be loose fitting and should have no words or designs on them. Shorts should come to the length of the fingertips when standing. During the cold season, sweat suits can be worn.



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SECTION V – GENERAL OPERATIONAL INFORMATION

Change of Address or Phone Number

Parents are expected to notify the teacher and the Academy office immediately if their address, phone number, work location and work number, or email address changes at any time. It is very important that the "Student Information Sheet" is current at all times.

Health and Medicine

Illness During School Hours

Do not send your child to school with a temperature of 100 degrees or more, or with persistent vomiting or diarrhea. If a student becomes ill during the school day, he/she may be excused to go home by the principal with the parent's permission. Because the school office must contact the parent, it is important for the school to have the correct home and work phone numbers of both parents and guardians.

In consideration of the health of others, it is our policy that a student must stay home with:

- Pinkeye (48 hours on medication)
- Strep throat (24 hours on medication)
- Fever (24-hours free) A fever is considered a temperature of 99° or more.
- Vomiting (24-hours free)
- Colored nasal discharge
- Persistent cough
- Flu symptoms (24-hours free)
- Diarrhea (24-hours free)
- Contagious chicken pox, i.e., during presence of blisters, scabs
- Open sores from any infectious disease
- Head lice

If a student becomes ill during the school day, he/she will be sent to the office. The parent will be called and must arrange to pick him/her up.

Students may not remain in the office unless there are symptoms of illness and parents are en route for pickup.

Student Injury/Emergency Medical Care

The staff of SMCA will attempt to exercise reasonable judgment for the care of the students in case of physical injury or illness. In those cases where injury or illness appears serious, we reserve the right to seek professional help including ambulance, doctor, and emergency room services. Parents will be responsible for paying for the services obtained on their child's behalf. Every attempt possible will be made to contact the parent by phone. Every parent is required to complete an Emergency Medical Consent Form. This authorization stands as long as the student remains a student at SMCA.

Communicable Diseases

Students will not be allowed to attend school with communicable diseases. Please telephone the Academy immediately if your child is diagnosed as having a contagious disease. (Example: ringworms, pink eye etc.). You are expected to keep the student out of school until the condition is



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resolved. Also, students should not come to school with elevated temperatures. **Parents are asked to provide the office with a doctor's note, stating the child's disease is no longer contagious, which would allow the child to return to school.**

Medications

Parents are asked not to send medication to school with their children. Medications are sometimes justified in chronic health conditions and short-term acute health situations. In these cases, the parent must bring medication to the school office and complete and sign the designated forms authorizing medication to be issued to the students during school hours. These forms must be completed **each year**. Prescription medications must be in the original labeled containers and include clear directions for administering. The student will come to the office to receive his medications at a scheduled time. Students cannot be administered any medication without a doctor's prescription. Example: Tylenol, Aspirin. All medication forms can be picked up from the front office at the beginning of the school year.

Closed Campus

1. Students are to stay on the school grounds from the time they arrive until their departure. Any exception to this will be issued in writing from the principal to the parents.
2. Parents must request, in writing, permission for their child to leave campus during lunch.
3. Please refer to Child Release Policy for procedures.
4. If there is a custody order stipulation that one parent is not allowed to pick up a child, a copy of the court order must be filed with the child's record.
5. Students who leave campus must sign out and sign in at the school office.
6. Students who leave campus without permission may be expelled from school.
7. Students are not allowed in the teacher's lounge, or **other teachers classrooms without permission or any location which they are not authorized to visit. Such a violation of school rules as it results to being in authorized locations, will result in a discipline referral with added consequences.**

Emergency School Closing

The occurrence of adverse weather conditions, such as snowfall or other emergency situations will make it necessary, occasionally to close school. In such cases there will be no athletic practice or competition unless otherwise advised by the Athletic Director. In case of emergency closing, we ask all parents to cooperate with the following procedures:

In the case of overnight snowfall or otherwise adverse winter weather, parents will be notified via email. Please pay close attention to your inbox.

If adverse winter weather starts after the beginning of the school day and results in dangerous road conditions, please pay close attention to your email inbox throughout the day. Every effort will be made to contact the parent by the Academy administration should the school have to close in the middle of the school day. The decision to close school will rest with the administration.



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On Campus Emergency Drills & Procedures

Drills and Lockdowns

A lockdown is a procedure our school uses when an immediate threat has occurred or is occurring. At this time SMCA will go into lockdown mode. During this exercise, no student, parent or staff will be allowed to enter or leave campus. All parents are required to abide by the lockdown procedures.

Fire Drills

Fire drills will take place monthly throughout the year. When the fire alarms sound, all persons in the Academy will file out in a quiet and orderly fashion. All doors and windows must be shut and lights turned off. Students are expected to remain quiet and remain with his/her teacher at all times. All classes will have an assigned exit throughout which they are to pass, and a chart showing this exit will be exhibited in every room in the facility. All classes must exit at the sound of the alarm. A signal will be given by school administration to return to the classroom. Students who fail to follow fire drill guidelines when participating in the drill will be subject to a discipline referral and additional consequences.

Tornado Drills

SMCA's tornado drill is a method of practicing to take cover in a specified location in the event that a tornado strikes an area. Generally, a signal is given, such as a series of tones (ex. Continuous Tone), or a voice announcement. Upon receiving the signal, building occupants precede to a designated location, usually an interior room or corridor with no windows, and assume a protective position. School administration will let the teachers know when it is safe for students to re-enter the building.

Bomb Threats

SMCA recognizes that bomb threats are a significant concern to the school unit. Whether real and carried out or intended as a prank or for some other purpose, a bomb threat represents a potential danger to the safety and welfare of students and staff and to the integrity of school property. Bomb threats disrupt the instructional program and learning environment and also place significant demands on school financial resources and public safety services. These effects occur even when such threats prove to be false. Any bomb threat will be regarded as an extremely serious matter and treated accordingly. SMCA's procedures will not be disclosed for the safety of our students.

Emergency drills consequences: Any student who fails to follow staff direction during the procedure will be subject to disciplinary action or suspension from school pending administrator judgment.



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School Dress Code

All students will adhere and follow the below dress code guidelines. Any deviations from prescribed dress code below will result in the student being sent to the front office for a discipline referral and the parent may be called to bring the appropriate items that bring the student in compliance of SMCA dress code. The SMCA dress code is designed to serve as a guide to parents and students on the proper attire for our students. The biblical principles of Christlikeness, modesty, purity, obedience and respect are the standards applied. As Christians, our goal is to glorify God in everything and to be an example to those around us.

"Whatever you do, do it all to the glory of God." I Corinthians 10:31

"Do not let anyone look down on you because you are young, but set an example for the believers in speech, in life, in love, in faith and in purity." I Timothy 4:12

"Do not conform any longer to the pattern of this world but be transformed by the renewing of your mind." Romans 12:2

Parents and students have the primary responsibility to understand and adhere to the dress code. **In all circumstances SMCA retains the final authority to determine, in its discretion, whether a student is in compliance with the dress code. The administration reserves the right to amend the dress code as needed to address new fads and styles.**

Guidelines

Clothing should be neat, modest, and appropriate. Clothing should be appropriately sized - not too small and not too large. A student should not be dressed in such a way as to draw attention to his/her body, but to respect and honor God, themselves and others.

Supervising teachers may designate a specific dress code for field trips or special events with administration approval. Otherwise students are expected to be in school dress code, including on exam days and while on campus before and after school.

Parents, it is your responsibility to see that your student comes to school each day dressed appropriately according to this dress code. If a dress code violation is a modesty issue, the student will be required to change their attire or have a parent bring appropriate clothing. Students will remain in the office until dressed appropriately and any absences from class during this time will be considered as unexcused absences. Repeated violations will be considered defiance and will be handled as a disciplinary issue.

Shirts are to be solid colored with no names or emblems on them. While purchasing uniforms, keep in mind that uniforms must fit properly. No sweatshirts or sweaters made from sweatshirt material will be allowed. Blouse collar must show if sweaters are worn. Both girls' and boys' shoes must cover the toes and heels, meaning flip-flops will not be allowed. Socks must be solid and neutral in color to include: black, khaki, navy, white, or brown. Socks should not have any designs, shapes, or patterns (e.g., argons or character socks.)

Girls

Female clothes must be loose and not revealing. **No stretchy or fitted material is allowed.** Skirts worn should be at an appropriate length. No open-toe sandals will be worn. Watches, modest rings and simple earrings are allowed. All necklaces are to be worn under shirts. Nails should be modest



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and neat. Hair should be neatly groomed daily without turbans or elaborate scarves. **No skinny fitted pants are allowed. Undergarments should not be noticeable under pants or skirts. No cleavage should be exposed.**

- White, yellow, blue, and green, and red pointed, or round collared tops (long & short sleeve) can be worn.
- Navy blue, black or khaki dresses, skirts, and skorts (below the knee only)
- Navy blue, black, or khaki jumper or shorts (below the knee only)
- Navy blue, black, or khaki pants
- Black belt

Boys

Undershirts are to be plain white. Male pants should fit so that without a belt they will not drop below the hips. Young men may not wear earrings, bandanas, braids, or cornrows. Hair must be neatly groomed and no longer than one inch. Combs or picks may not be worn in hair. Neatly groomed facial hair is permitted; however, a student with excessive facial hair will be required to shave. If a necklace/chain is worn by young men, it must remain under the outer shirt. Hats are not a part of our dress code – they should be worn only outside of the classroom, during the winter months.

- White, yellow, blue, and green, and red pointed, or round collared tops (long & short sleeve) can be worn.
- Navy blue, black or khaki pants or shorts (below the knee only). White, yellow, blue, and green, and red button down collar oxford shirt, button-up dress shirt, golf shirt.
- Black belt only with no design or any other color of any kind

*Please Note:

- No jeans or leggings of any kind are to be worn on campus during school hours, unless otherwise permitted by administration.
- Ear or nose rings will not be permitted on campus or worn any time during school
- Outerwear must be a solid color – Black, Dark blue or Khaki.
- No outerwear should be too tight or too loose. Your clothes should fit properly and neatly. This is subject to administrative discretion.
- No pull-over hoodies may be worn in the classroom. It must be removed during the school day.

Lost and Found

Students are expected to have all of their personal items labeled. Labels should be on all clothing, lunch boxes, sweaters, coats, supplies, games, etc. This will immediately identify the owner. Any item found by an Academy or Ministry staff person will be turned in to the school office and will be held there. Every 2nd and 4th Friday, items in the lost and found will be donated to a local shelter. SMCA does not assume responsibility for lost items.

Lunch

Students may bring their own lunches. We are not providing lunch on campus at this time.



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Dining Hall Procedures

- Students will eat lunch in the dining hall.
- Students are responsible for cleaning up after themselves after lunch and discarding items in the appropriate trash cans available.
- No food or drink is permitted inside the classrooms.
- Parents can help their children by sending healthy food and a minimum of candy/sweets.

Unauthorized Items (8:00 am – 4:00 pm)

Students are not permitted to have the following personal items on them during school:

1. Cassette players
2. Portable CD players
3. Electronic game paraphernalia
4. iPods
5. Headphones
6. Lasers
7. Other electronic gadgets not listed above that have no direct correlation with our learning environment. Should any such items be found in the student's possession, they will be confiscated, labeled, and kept in the school office. Only the parent is allowed to pick up these items.

SMCA will not be responsible for items left in the office after the end of the year.

CELL PHONES: Cell phones are allowed, but the following stipulations will be enforced:

- a) Cell phones are allowed on campus but must be kept in the student's book bag during the school day (8:00 am-3:00 pm)
- b) No student is allowed to have their cell on them personally during the academic school day (8:00 am-3:00 pm).
- c) Cell phones must remain on silent during the school day.
- d) Teachers reserve the right to collect student cell phones at any point should they be deemed a distraction for students

Consequences for Cell Phone Violations

Cell phone checks will be randomly made by the staff during any time of the day. Any student who fails to submit to the check will receive an automatic one-day suspension. Any cell phone found during these checks or at any time on the student will result in losing the privilege of bringing the phone to school at all for the remainder of the quarter. If a staff person identifies that a student has a cell phone in their possession, it must be surrendered to the staff. The phone will be turned into the office and the student will lose his/her privilege for the quarter. The parent or guardian is the only authorized figure that can receive the student's cell phone from administration. If the phone is brought



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back by the student before the privileges are re-gained, the student will lose his/her privilege for the quarter.

Weapons & Firearms:

- 1) Firearms and knives will not be allowed at any time. Possession of a firearm or knife on school property or on a child's person will result in immediate expulsion and criminal prosecution.
- 2) Parents are asked not to bring any firearms on school grounds at anytime for any reason. A concealed handgun permit does not grant the parent the permission to enter SMCA grounds with a firearm unless that parent is acting in an official capacity as a member of a local, state, federal law enforcement agency, or Word of God Fellowship campus security.

Statement on Substance Use and Possession

SMCA prohibits the use or possession of any form of any illicit drug, including alcohol and tobacco, on its campus, in any of the student's belongings, including his/her person, or in the general public. This includes possession with the intent to store, use, or distribute. Evidence of any form of possession will result in an immediate three day suspension and a recommendation to the Board of Directors for further disciplinary actions as deemed appropriate.

Random Illegal Substance and Weapon Searches

SMCA may conduct random illegal substance and weapon searches throughout the school year. Please be advised that this includes, but is not limited to searches of belongings as well as a student's person. If any illegal substances or weapons are found, the student may be expelled from the school and the local law enforcement agencies will be called.

Complaint Procedures

- Give the staff the benefit of the doubt. Realize that the child's reporting may be emotionally biased and may reflect only one side of the story.
- Realize that we have reasons for all rules and that we endeavor to enforce them as consistently and fairly as possible. Please do not criticize the school in front of your children, as this criticism will reduce their respect for authority in general, resulting in less willingness to obey and cooperate.
- Support the administration and call us concerning the situation. We ask that you pray for the teachers and staff. Support them with your love and praise. The teachers and staff are dedicated to training your children in the way they should go. Resulting in upright character and behavior.

Handling a Problem

- Express it promptly to avoid ill feelings and friction that would hinder you as a Christian. Jesus says that you cannot properly worship or serve God if there is a disagreement between you and another (Matthew 5:23-24)
- Tell it to the right person, which is the other person(s) directly involved. See the appropriate administrator if you cannot reach a satisfactory agreement with the other person(s) directly involved.



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Field Trips

- Field trips are an integral part of a school's curriculum. Each field trip is planned by the faculty to coordinate with a particular area of study and is approved by the principal.
- For educational and safety purposes, siblings (younger or older) will usually not be allowed on class field trips. However, there may be certain field trips where younger siblings are welcome. These exceptions will be specified in the note teachers send home concerning each field trip.
- Parents who plan to accompany a field trip group need to meet and remain in the designated parking area, which will keep classes already underway in the building from being disturbed.

Money and Notes

- **Cash or checks should always be sent in a sealed envelope with the following information on the outside:** (1) Child's Name, (2) Amount and purpose, and (3) Teacher's name.
- All notes should be sent in a sealed envelope to protect the privacy of any written communication between parent and teacher.

Room Parents

The room parent is a critical link in bringing home and school together. A person who has a servant's heart and is able to organize and lead should hold this important position. Some responsibilities include the following:

1. Encourage and pray for the teacher.
2. Seek to involve the new families in the class.
3. Seek to involve parents in parties.
4. Assist teacher in making class party arrangements.
5. Be available to help the teacher organize field trips, if needed.

Teacher's Lounge

The faculty/staff lounges are available for faculty and staff **only**. Students and teachers' children should not be in the lounges. Parents may set up and cleanup for snacks and/or meals only.

This Student Handbook was ratified and adopted by the SMCA Board of Directors on **August 1, 2019**.



HELPFUL HINTS

HOMEWORK:

1. Parents should see that the student has a planner notebook in which to record his/her assignments when given by the teacher. Parents should teach their child that the student is responsible for recording the assignment, and both parent and teacher expect it to be done.
2. Please sign in the designated area and return the student's planner daily. Remember: in order for your child to prosper academically, you will have to be an integral part of their educational development process.
3. Be sure that your child is provided with a quiet, scheduled study place.
4. Keep distractions to a minimum (particularly television).
5. The hours reserved for homework should be scheduled and kept as consistently as possible.
6. Parents should check from time to time to see how much and what kind of work is being done. If your child consistently communicates to you that he or she has no homework for an appreciable length of time, you can be relatively sure that you should question that. Showing interest can be a help and encouragement itself. Make certain, however, that your child is working independently.
7. Generally, homework assignments average 30-45 minutes per subject.
8. Students who are absent are still required to complete all assignments. Efforts should be made to have all work turned in at the regularly scheduled time. However, teachers will generally allow extra time for work to be turned in when absences occur. Students should call one classmate to receive assignments rather than call each individual teacher.

PARENTING:

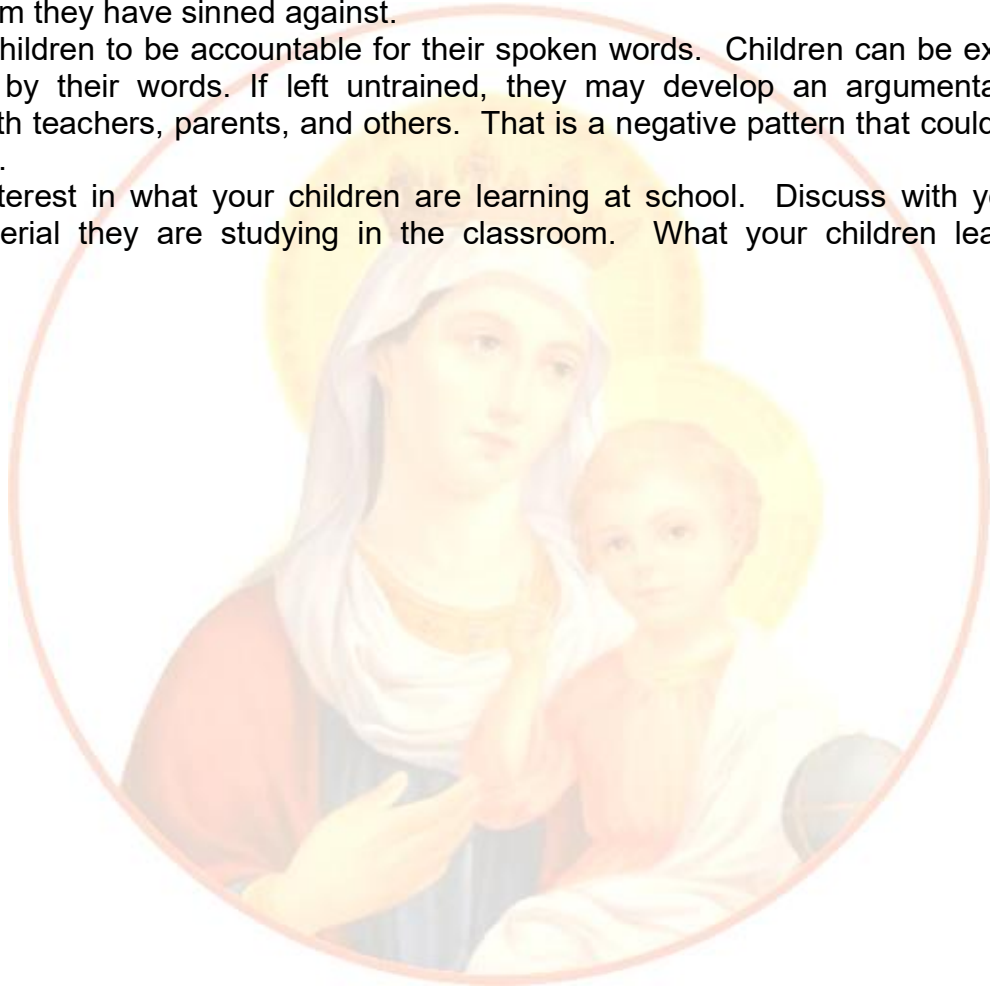
1. Give your child proper parental affection. Put your arms around your children and tell them often that you love them.
2. Make sure your children are not overly committed to extra activities. Be sure they have adequate time for schoolwork and sleep.
3. Spend time with your children. Far more than material things, your children need your undivided attention. Try turning off your TV set for a few hours in the evening.
4. Discipline your children. "Foolishness is bound up in the heart of a child; but the rod of correction shall drive it far from him" (Proverbs 22:15). Proper discipline of your children begins by disciplining your own life.
5. Keep promises you make to your children. If you promise a day with your family, keep it. If you promise you will discipline your youngsters for infringement of a family rule, keep your promise. Consistency and integrity begin at home.
6. Train your children to be accountable for their actions. Arguing on their behalf and defending them serves as a roadblock to their developing accountability.



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7. Do not criticize those in authority around your child. The attitudes you reflect toward God's servants will be mirrored in your children's attitudes.
8. Don't tease your children. Intimidation, sarcasm, or embarrassment of any kind can have a devastating effect on a child's emotional well-being.
9. Train your children to be courteous and friendly, but to be very selective when it comes to making close personal friends. Parents are responsible for the total environment of their children.
10. Teach them the biblical grace of apologizing and seeking for forgiveness if they harm or offend another individual. If they lie or steal, require them to make full restitution with God and those against whom they have sinned against.
11. Train your children to be accountable for their spoken words. Children can be extremely cruel to each other by their words. If left untrained, they may develop an argumentative manner of speaking with teachers, parents, and others. That is a negative pattern that could hinder them all of their lives.
12. Show an interest in what your children are learning at school. Discuss with your children the subject material they are studying in the classroom. What your children learn in school is interesting!





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St. Mary's Christian Academy Conduct Commitment VERIFICATION/AGREEMENT FORM

SMCA commits to partnering with parents in the raising of their children in a manner that is consistent with biblical principles as reflected in our mission, vision, philosophy, statement of faith, and core values statements. We trust that our students will respond with positive attitudes and conduct.

SMCA Students should be personally committed to the Christian standards of behavior. Daily actions should be guided by I Timothy 4:12, "Don't let anyone look down on you because you are young, but set an example for the believers in speech, in life, in love, in faith, and in purity."

By signing this agreement with SMCA,

- I will abide by all rules and policies of the school and will do so with a positive, appropriate attitude.
- I will display courtesy and respect for other students, faculty, and staff.
- I will behave in a manner so as not to bring disrespect upon my parents, the school, or the Lord.
- I will abide by the guidelines as set forth in the SMCA Handbook, including the dress code.
- I will exhibit responsibility by protecting school, church, and public property.
- I will maintain Christian standards of integrity and honesty in academics, relationships, and accountability.
- I will voice any school concerns first to my teacher and then, if not resolved, will seek guidance from my parents and the administration of the school. I will, at all times, do so in a positive, professional manner.
- I will conduct myself in such a way as to reflect the biblical principles of modesty, purity, obedience, and respect in both my dress and speech, at all times, whether on or off campus.

Student Signature

Date

By signing this agreement with SMCA,

- I will accept the primary responsibility of ensuring that my student adheres to the SMCA Code of Conduct.
- I will abide by all rules and policies, will support the decisions of SMCA and will do so with a positive appropriate attitude.
- I will treat all students, faculty, and staff in a courteous, respectful manner. If I/we have any concerns regarding school policies, procedures, or actions, I/we will address them in a manner as instructed in Matthew 18:15.
- I will refrain from malicious, destructive behavior including parking lot gossip.

Parent/Guardian Signature

Date

Parent/Guardian Signature

Date



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St. Mary's Christian Academy Community Service Project Form

Student Name: _____ Date: _____

Grade: _____ Age: _____ Circle One: Church / School / Community

Project and Address: _____

Explanation of Service: _____

Student Commitment: I, _____ promise to perform my service in a manner pleasing to the Lord and to the organization and to SMCA.

Student's Signature: _____

Parent's Signature: _____

TO BE COMPLETED BY SUPERVISOR ON-SITE:

Date(s)	# of Hours Served	Quality of Service (A) Acceptable or (N) Needs Improvement	Supervisor's Initials
1			
2			
3			
4			
Total Hours			

Supervisor's Name: _____ Phone: _____

Supervisor's Signature: _____

Office Approval: Yes No Need More Information

Comments: _____

Office Signature: _____ Date: _____



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St. Mary's Christian Academy Emergency Information Record

Last Name _____ First Name _____ Grade _____
 Home Phone _____ DOB _____ Gender _____
 Home Address _____ City _____ State _____ Zip _____
 Mother's Name _____ Father's Name _____
 Mother's Work Phone _____ Mother's Cell Phone _____ Father's Work Phone _____ Father's Cell Phone _____
 Mother's Email Address _____ Father's Email Address _____

Emergency Contact if Parent not available

Name _____ Address _____ Phone _____
 Name _____ Address _____ Phone _____
 Person to whom child may be released
 Name _____ Phone _____ Relationship _____
 Name _____ Phone _____ Relationship _____
 Name _____ Phone _____ Relationship _____
 Student's Physician _____ Phone _____
 Student's Dentist _____ Phone _____

Allergies and other medical conditions:

____ Allergies ____ Asthma ____ Diabetes ____ Epilepsy ____ Heart Problems ____ Recurring Illness ____ Other
 Is child on prescribed medication? ____ Yes ____ No
 If yes, please give name of medications and reason _____
 Specific needs, academic needs or modifications _____

Insurance Company _____ Phone _____
 Name of Policy Holder _____ Policy Number _____ Group Number _____

Please use back for any additional comments

FIELD TRIP AUTHORIZATION AND RELEASE FORM

The undersigned, being the parent(s) or legal guardian(s) of _____, a minor, born on _____, understand that the minor child may participate in field trips from time to time; therefore, I/we hereby authorize SMCA to arrange transportation for such field trips.

In addition, I/we request and authorize SMCA, its teachers, instructional assistants, staff, adult volunteers, and agents thereof. (1) to obtain medical or dental care for the aforementioned minor child, when, (a) in the judgment of said teachers, assistants, staff, volunteers or agents, such treatment is necessary for the minor child and (b) attempt(s) to reach me (us) have failed or in the judgment of said teachers, assistants, staff, volunteers, or agents, the need for treatment is so immediate that there is not time to make such attempts(s) and (2) to authorize any x-ray examinations, anesthetic, diagnosis, medical, dental or surgical treatment, or hospital or clinic service that may be required by said minor in the estimation of a physician, whether such diagnosis or required treatment is given to encourage said hospital and said physician to exercise their best judgment as to the requirements of such diagnosis and treatment in those instances when a parent or guardian of the minor is unavailable to provide consent to treatment.

Furthermore, I/we, jointly and severally, as parent(s) and legal guardian(s) of the minor child, hereby release, discharge, and agree to hold harmless and indemnify SMCA, its Board of Directors, employees, volunteers, and their agents, from any and all liability, actions, causes of action, costs, expenses, compensation, damages, claims or demands resulting from (1) decisions made in selecting medical or dental providers or in authorizing medical or dental treatment, (2) injuries or property damage resulting from treatment or transportation to and from and facility for the purpose of obtaining such treatment, or (3) the minor child participating in any field trip, including any and all claims for personal injuries or property damage sustained while participating in/or traveling to or from any field trip.

Parent/Guardian Signature _____ Date _____

Parent/Guardian Signature _____ Date _____



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St. Mary's Christian Academy Student and Parent Handbook VERIFICATION/AGREEMENT FORM

Upon Receipt or review of this handbook: Sign and return to your homeroom teacher.

Dear Parents:

Please read and review St. Mary's Christian Academy ***Student/Parent Handbook with your child.*** It is important that parents and students understand the expectations and rules for SMCA. Your signatures will indicate that you have reviewed and discussed the handbook(s) together and that you join with St. Mary's Christian Academy in our efforts to keep our school safe and orderly.

I. Student section:

I _____, having read and reviewed the SMCA student handbook, do understand the policies and guidelines established by SMCA Board of Directors and agree to follow such polices and guidelines while attending St. Mary's Christian Academy.

Student's home teacher: _____ Student's grade: _____

Student's signature: _____ Date: _____

II. Parent/Guardian section:

As the parent/guardian of (student's name), _____, I have read and reviewed the SMCA student handbook containing the policies and guidelines established by SMCA Board of Directors. I agree to follow such polices and guidelines and; require my child to follow and respect these guidelines while they are attending St. Mary's Christian Academy.

Parent's signature: _____ Date: _____

Home phone: _____ Cell _____

Email: _____

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