

Caldwell Academy Handbook Updates – August, 2009

Accountability: (page 4)

Caldwell Academy is jointly accredited by ACSI (the Association of Christian Schools International) and SACS (Southern Association of Colleges and Schools). Nationally-normed standardized tests are administered to every student (grades 2 and above) every year. Our classrooms are open to visits by parents, potential students and their parents, educators, and members of the community.

Curriculum: (page 4)

Curriculum is selected to support each phase of the Trivium. The grammar stage, grades K - 5, focuses on teaching the fundamentals and rules of the subjects with the goal of developing automaticity in the basic learning skills. The dialectic stage, grades 6-8, focuses on logic with the goal of teaching students how to analyze, reason, question, evaluate, and persuade. The rhetoric stage, grades 9-12, emphasizes effective and winsome communication of ideas, thoughts, and facts. Curriculum and support materials will be constantly under review and subject to modification as necessary to meet the educational needs of our students. The curriculum committee will be determined and led by the curriculum coordinator and convened according to the nature of the proposed curriculum change. The head of school has final authority over Caldwell's curriculum and over any changes made in the school's curriculum.

Creation Philosophy: (page 5)

- Creation is taught as factually true.
- Caldwell does not take an official position regarding the date of creation or the definition of "day" in the first and second chapters of the book of Genesis. Accordingly, Caldwell does not teach students exactly when creation took place.
- Theories such as evolution will be discussed in order to expose students to prevailing views that exist in the field of science. In science or any other subject, instruction that clearly contradicts scripture will be taught as false.

Fundraising: (page 9)

Caldwell Academy will conduct annual fundraisers for the purpose of augmenting the operational budget. Clubs and school organizations (including athletic teams) may only hold one fundraiser per year. With the exception of the 6th grade, junior, and senior classes, no other individual classes/grades may conduct fundraisers. The Advancement Director and the Head of School (and Athletic Director for athletic teams) must approve all fundraisers. The Head of School shall authorize and oversee the disbursement of all monies received through fundraising activities at Caldwell. Groups may carryover funds raised (net of expenses) beyond the June 30th fiscal year end date. The carryover will extend only until August 15th with the exception of the junior class. At that time, any unspent dollars from the net fundraiser will be transferred to the general school budget. The accounting department will notify the staff coordinator and principal of any carryover funds the first week of July each year.

Volunteerism: (page 10)

Caldwell Academy expects the involvement of all families in order to help maintain the family atmosphere and the high quality of education provided at Caldwell Academy. Your willing and cheerful response to the calls of the volunteer coordinator and weekly communication letter will be very much appreciated.

Missed School Work Due to Absences: (page 15)

Students must complete all assignments missed during an absence from school. A student will have one (1) school day for every day missed to a maximum of five (5) school days to complete make-up work. (Special arrangements can be made upon the approval of the teacher.) Students will receive full credit for completing assignments on time. They will, however, receive zeros for work not turned in or for assessments not made up. Normally, pre-announced tests, which have been scheduled on the day of a student's return from an absence, shall be taken on that day unless prior approval has been provided to the student by the teachers. Furthermore, students who arrive at school late in the day, thereby missing an assessment given earlier in the day, may be required to complete the assessment on that day. It is the responsibility of the student and parents to arrange for making up missed tests within the prescribed time period.

In the event of an illness lasting three days or more, principals and teachers may, at their discretion, excuse the student from a portion of the assignments missed.

Retaking a Failed Course: (page 16)

Students who fail a course at Caldwell have three options regarding a retake:

1. The student may retake the course at Caldwell the following year if the schedule allows for such a retake;
2. The student, with approval from the D-R Principal, may retake the course at a school other than Caldwell;
3. The student may retake the course as an independent study (or with a class) at Caldwell in their summer TLC program.

For options #1 and #2 listed above, the student's original grade and the grade of the retake will appear on the report card and high school transcript (and will be included in the student's overall GPA).

If the student chooses to retake the failed course through the summer TLC program, a minimum of 40 hours of contact work and instructional hours must be scheduled through the TLC with the teacher and/or tutor. This minimum applies to both one-on-one instruction and a multi-student class situation. All such courses and independent studies must be approved by the D-R Principal. Once the student completes the independent study his/her overall grade in the year-long class will be changed as follows: two-thirds weight will be the student's final average in the year-long class and one-third weight will be the student's final average in the independent study. Furthermore, the original grade may not be increased higher than the grade of C-.

Retaking a Course with a Final Grade of 'D': (NEW)

A student may choose to retake a course in which he/she finished with a grade of D by completing an independent study through the summer TLC program. If offered this independent study (or course) would include a minimum of 40 hours of contact work and instructional hours with the teacher and/or tutor. This minimum applies to both one-on-one instruction and a multi-student class situation. All such courses and independent studies must be approved by the D-R Principal. Once the student completes the independent study his/her overall grade in the year-long class will be changed as follows: two-thirds weight will be the student's final average in the year-long class and one-third weight will be the student's final average in the independent study. Furthermore, the original grade may not be increased higher than the grade of C+.

Graduation Requirements (page 18):

Subject Area	Credits Required
Bible	2.0
Senior Thesis	.5
Fine Arts	1.0
English	4.0
History	4.0
Foreign Language	2.0
Math	4.0*
P.E.	0.5**
Philosophy	0.5
Science	4.0***
Rhetoric	1.5
Other Electives	1.5
<i>Total:</i>	25.5 (minimum)

* Algebra I may count as one of the four years of required math, so that a Rhetoric student may choose to forego a math class in their junior or senior year in favor of a humanities class.

**Rhetoric students who complete at least three seasons on a Caldwell Rhetoric athletic team will have the 0.5 credit PE requirement waived.

***Seniors may opt out of a fourth science course replacing it with the Introduction to Social Science course (successful completion of this course would be required for graduation).

Volunteer Requirement for Graduation: Each candidate for graduation from Caldwell Academy must have completed 25 volunteer hours per academic year during their high school. Class of 2010: 50 hours; Class of 2011: 75 hours; Class of 2012: 100 hours.

Academic probation/discipline: (page 19)

Caldwell Academy is committed to the successful academic progress of all students in all subject areas. Parents will be kept informed of their child's progress and proficiency in all subject areas by the teacher and through the use of progress reports/info-direct.

Grammar students who have unsatisfactory or failing work in any two (2) subjects or skills areas for one grading period shall be on academic probation for the ensuing grading period. The student on probation must pass all subjects and skills areas during the probationary period. Failure to do so will necessitate reevaluation of the suitability of the child's placement at Caldwell Academy. The principal and head of school will determine the action to be taken, with expulsion as an option. The child, if allowed to continue at Caldwell for the current academic year, will remain on academic probation for the ensuing quarter.

In order to remain in good academic standing, Dialectic and Rhetoric students are required to maintain a quarterly grade point average (GPA) of 2.0 or higher and must successfully pass all subject areas. Exceptions may be made for students who have a grade point average of less than 2.0 but who have not failed any courses during the quarter in session.

If a student's overall G.P.A. is below 2.0, or if the student has failed more than one class, that student will be placed on academic probation for the following quarter. A student conference will be arranged at this time and the parents will be notified of the probation in writing.

If, at the end of the next quarter, the student's quarterly G.P.A. has not risen to at least a 2.0, and if that student has not passed all subject areas, the principal and head of school will reevaluate the

student's placement at Caldwell. The student, if allowed to continue at Caldwell for the current academic year, will remain on academic probation for the ensuing quarter.

Any student on academic probation is ineligible to participate in Caldwell's competitive athletic programs as well as extracurricular fine arts programs.

Suspension/Expulsion Policy: (page 24)

The principals and the head of school of Caldwell Academy have the authority to suspend any student at any time if the behavior/attitude of the student so warrants. Most suspensions will be subsequent to various interventions including parent-staff conferences, etc. However, if deemed necessary the principals or the head of school can immediately suspend a student and require parents to make arrangements to have the student transported away from school until further notice. Each suspension will be followed up by letter from the school to the parents stating effective date and reason for the suspension.

The head of school has the authority to expel any student. Expulsions are serious matters and will include a thorough investigation and parent-staff conference.

Students may be subject to expulsion for serious misconduct that occurs after school hours. Examples of such misconduct could include acts endangering the lives of others, sexual immorality, gross violence, vandalism, or violations of civil law.

Suspensions and Academic/Extra-Curricular Penalties: Caldwell Academy uses both in-school and out-of-school suspensions as disciplinary tools.

Students who are required to serve an ***in-school suspension*** will be allowed to complete all in-class assessments scheduled for that particular day but they will receive a grade of zero for daily grade assignments, including homework assignments. Any larger assignments, such as a paper or project, may be turned in before school. As the student is not "absent" from school he/she may participate in after school athletics and/or fine arts activities.

Students who are required to serve an ***out-of-school suspension*** will receive a grade of zero for all daily grade assignments, including homework, and will receive a grade of zero for any in-class quizzes given on that particular day. Tests that are given greater weight may be made up the student's first day back from the suspension without penalty. Larger projects and papers must be turned in on their due date (this can be done before school or after school if the suspension occurs on the due date). Any student who is suspended out-of-school may not participate in, or attend, any after-school activity (including athletics and fine arts activities).

Mandatory Attendance: (page 26)

Students who miss more than the equivalent (see tardy policy below) of fourteen (14) days of school without making specific prior arrangements with the principal may not receive passing credit for the year in question. (See "Missed School Work"). D/R students who miss any class more than fourteen times may not receive credit for that particular class.

Caldwell Academy (page 26)
Daily Schedule
2009-2010

Grammar School (Kindergarten – 5th Grade)

7:30 Building open
8:00 Assembly
Lunch Periods on rotating schedule

12:00 Kindergarten dismissed
12:00-2:30 Afterschool care option for Kindergarten
2:30 Grades 1-5 dismissed

D/R School (6th – 12th Grades)

7:30 Building open
8:15 Homeroom / 1st Period
Lunch Periods on rotating schedule

3:10 Dismissal - 2:05 Wed.

On days scheduled for ½ day of school or “early release,” students will be dismissed as follows:

K = 11:30 a.m.

Grades 1-5 = 12:00 a.m.

Grades 6-12 = 12:30 noon

Inclement weather: (page 31)

Inclement weather may dictate the closing of school either prior to or during the school day. Caldwell Academy’s decision will be independent of the Guilford County School System and that decision will be aired on WFMY-TV Channel 2 (cable channel 9), Fox 8 News-TV, WXII 12-TV, WUPN/WXLV-TV, MAGIC 99.5 FM radio, and posted on the website (www.caldwellacademy.org). In addition, a message will be placed on the school answering machine by 6:15 a.m. on the day in question. Caldwell recognizes that weather and road conditions vary throughout the area and expect parents to use their best judgment when making decisions regarding their child’s school attendance on days with inclement weather.

All extra-curricular activities are cancelled if Caldwell is closed due to inclement weather. On occasion (with approval from the Head of School), an activity coordinator (e.g. coach, yearbook advisor, etc.) may hold an optional practice/meeting on a snow day; he/she will personally call all students involved to announce this optional practice/meeting.

Sales and solicitations: (page 33)

No items, including food, may be sold on the campus without authorization from the head of school. Direct solicitation of parents in the school for the purpose of personal gain is prohibited. Caldwell will not endorse or promote material other than via stationary display (e.g. at a book fair or following an assembly program).

Booster Clubs: (page 33)

The purpose of Caldwell Academy Booster Clubs is to raise money for the athletic and fine arts departments. These clubs provide an opportunity for parents to get involved by executing approved fundraisers and supporting with their time and talents the athletic and fine arts departments. The booster clubs operate under the athletic director and fine arts director and all fundraising activities by the booster clubs must be approved by the appropriate director. The head of school must pre-approve all expenditures of booster club funds in excess of \$1000. The actual distribution of funds will be handled by the accounting department in accordance with Caldwell expenditure policies.

Facility Use: (page 34)

As a community school, Caldwell Academy strives to serve the Greater Greensboro area in the name of Christ. We desire to use the facility the Lord has blessed us with to assist in accomplishing this objective. Any use of Caldwell's facilities (including buildings and athletic fields) must be approved by the head of school. Any long term rental agreement must be approved by the Caldwell Board. First priority for facility usage is for school activities. Any other use outside of direct school usage must comply with applicable Federal and State laws and must be within the guidelines for property tax exemption. The Head of School will determine procedures to ensure proper compliance.