Please complete and return this Student Handbook Agreement Form to your advisor by August 23rd, 2019

As a member of the Cary Academy community, I am responsible for acting with respect, integrity and compassion.

We have read and agree to abide by the standards and expectations set forth in the Cary Academy Middle School Student Handbook. We understand that these expectations have been developed to ensure a safe and nurturing learning community, and also realize that failure to comply with these standards may lead to consequences up to, and including, dismissal from Cary Academy.

________________________________________  ________________________________________
Student name                                      Parent(s) name

________________________________________
Student signature                                 Parent(s) signature

________________________________________
Date                                              Date

________________________________________
Advisor name
Cary Academy
(Alma Mater)

You’ve given us the knowledge
of the thinkers of the past
And empowered us to form
Our dreams in a future vast.

You’ve opened our hearts and minds
And enabled us to see
That there’s a place for each of us
In the world’s immensity.

Through the lessons that we’ve shared,
The friendships, joys, and sorrow,
You have given us the strength we need
To boldly face tomorrow.

Music composed by Ross Andrus (Class of 2000)
Lyrics by the Class of 2000
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Welcome from the Head of Middle School

Welcome to Cary Academy!

As we begin the school year, we look forward to the continued growth and development of our school. We are happy that you, too, will be a part of that process.

You will have challenges and experiences, from the classroom to the playing field to the art studio, which will enrich your lives. Along with the privilege of attending Cary Academy come responsibilities and expectations for contributing to the betterment of our school community. This handbook is designed to provide you with pertinent information regarding those responsibilities and expectations.

So that you have the most successful experience possible, it is very important that you and your parents read and understand the contents of this manual. When you have questions about how things are done at Cary Academy that this handbook does not specifically address, do not hesitate to ask your teacher or advisor.

Welcome again to the world of discovery, innovation, collaboration, and excellence. We have exciting and rewarding days ahead of us!

Marti Jenkins, Head of Middle School

Cary Academy Mission and Philosophy

A learning community committed to discovery, innovation, collaboration, and excellence.

LEARNING COMMUNITY
Cary Academy is a college preparatory school that fosters a commitment to continued learning, mutual respect and support, strong interpersonal relationships, and shared interests and goals among a diverse population.

DISCOVERY
Cary Academy offers boundless opportunities to explore, uncover, and pursue interests while building on existing knowledge. This ignites creative thinking and sustains an ongoing exchange of ideas.

INNOVATION
Cary Academy provides a challenging, dynamic academic program that integrates the best of traditional education with new and emerging technologies. Creative teaching strategies empower students and teachers to reach the highest standards of educational excellence.

COLLABORATION
Cary Academy’s team approach to learning emphasizes and values interactions among students, faculty, staff, and parents, while building educational partnerships with individuals, community groups, schools, foundations, and corporations.

EXCELLENCE
Cary Academy motivates students to identify and achieve their potential for academic accomplishment, co-curricular achievement, global awareness, and responsible citizenship. Cary Academy supports the pursuit of life-long learning and the sharing of knowledge through teaching and mentoring.
Statement of Community Values

As a member of the Cary Academy community, I am responsible for acting with respect, integrity, and compassion.

Non-Discrimination Policy

In accordance with our mission and the law, Cary Academy does not discriminate on the basis of race, gender, national and ethnic origin, religion, sexual orientation, disability, or age.

Campus Facilities - Access to Buildings and Grounds

School buildings are generally open weekdays 7:30 a.m. to 5:00 p.m. Parents and students should be aware that the school does not supervise students before 7:30 a.m. Some buildings will remain open after 5:00 p.m. if there is a supervised activity scheduled.

General Hours

7:30 a.m. Classroom and Administration buildings open
3:15 p.m.–6:00 p.m. Middle School Extended Day Program
5:00 p.m. Classroom and Administration buildings close
Library Hours
Temporarily closed during renovations.

Weekends and Holidays
Unless a school function or activity is scheduled, the campus buildings will be closed.

Communication

Website: www.caryacademy.org
The Cary Academy web site is revised weekdays to keep you informed about the school community, programs, and events. It is the single most accurate and current source of school information; we encourage all members of our community to visit the site first when seeking information about programs and events.

Email
CA students, parents, faculty, and staff all have individual email addresses that are published in the directory. Staff email addresses and phone numbers are also posted on our website.

Cellular Phones
Middle School students may only use cell phones outside the hours of the school day—before 7:30 a.m. and after 3:15 p.m. During school hours cell phones must be stored in the students’ lockers. Students may not have their cell phones on their person during the school day. Parents needing to contact their child during school hours should contact the Middle School office.
Commonly Used Phone Numbers

677-3873 for Main Switchboard

Middle School Office  228-4600
School Nurse        228-4562
Athletic Department 228-4656
Business Office     228-4527
Upper School Office 228-4546
Head of School’s Office  228-4530
Extended Day        228-3125

From off campus, employees may be dialed directly by using the 228 exchange followed by their four digit extension number. All telephone extensions are published in the CA Directory and can be found on the secure family portal of the CA web site under the School Directory page. Note that teaching faculty do not have direct phone extensions; to coordinate a phone call, please email the faculty member with your contact information.

Contacting a Student

Please call the Middle office. Students will not be asked to come to the phone unless there is a family emergency. Messages will be delivered during breaks, between classes, lunch, and immediately after school.

Visitors

Students wishing to visit Cary Academy for admissions purposes must have their visit approved and scheduled (at least three days prior to the visit) by the Admissions Office. Other student visitors must secure permission from the Middle School Head prior to the visit. All visitors (including parents and family members) should check in with the administrative assistant in the appropriate building to receive a visitor’s badge.
Communication Pathways (Parent/Faculty Communication)

Teachers are expected to share information with parents and keep them advised of student progress or concerns. Similarly, parents are encouraged to contact their child’s teachers or advisor with questions or information that will help the teacher to work successfully with the student. If, for any reason, a parent is concerned about a specific situation involving his/her child, the parent should always first try to solve the problem at the level at which it occurred. Confidential or sensitive information should be conveyed in person or when speaking to a faculty member on the telephone, not by email.

1. First, contact the teacher, advisor, or coach*
2. If the issue is not resolved satisfactorily by talking with the teacher, advisor, or coach, contact the appropriate Department Leader, Division Head, Assistant Division Head or Athletic Director.
3. If earlier steps are unsuccessful in resolving the problem, the final step is to contact the Head of School.
   * Refer to the Department Directory section of the Cary Academy Directory for faculty names

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Email: All employees have regular access to email and this is the preferred method of initial communication when you need a response within a 24-hour period during the school week. Please note that teachers may be off campus for several days leading student programs, or on personal leave, and therefore unable to respond within 24 hours.

Phone: We recommend a phone call when the issue will likely involve a lengthy exchange of ideas, information, and opinions. Using email to set up this call is recommended.

Conference: We encourage parents to set up conferences with teachers and/or advisors to discuss the academic and social development of their child. Please email or call the teacher and/or advisor to set up the conference.
Guidelines for Student and Parent Gifts to Employees

Students and families often wish to give gifts to teachers at holidays and/or the end of the year. Our policy concerning gifts is intended to keep them appropriate and reasonable, and to respect the wishes and comfort level of teachers. A note recognizing an employee’s commitment is preferred. If an individual or group wishes to recognize an employee by providing a gift, the following guidelines apply.

- Gifts should not be cash or checks, however gift cards to businesses are acceptable.
- Individual gifts to employees should not exceed $25 in value.
- Group gifts may not be solicited for classroom teachers.
- Group gifts to extracurricular leaders, athletic coaches and other employees leading activities outside of the classroom may be solicited using the following guidelines:
  - One request and one follow-up request is permitted.
  - The names of donors should be kept confidential.
  - Group gift requests should not exceed $10 per student and the total value of a group gift to an employee should not exceed $150. If more than $150 per gift recipient is collected, the surplus must be used for a year-end celebration or donated to the program.

Invitations to Events and Parents’ Homes

Employees may not accept offers to use parent homes unless the parents are hosting. Employees may accept invitations or tickets to events. The frequency of invitations or the number of tickets provided should be occasional, not frequent. Tickets may also be donated to the school through the Head of School’s Administrative Assistant. Tickets will then be made available to interested employees.

Program Celebrations

Program celebrations include teams, performing arts, debate, and other groups. Attendance is optional and no fee for attending is required. If food is served before or after an event, the cost of food/venue is limited to $12 per person for a meal or $5 for snacks.

Program Fundraising and Gifts

Parents or students may not raise funds or solicit gifts for programs unless approved by the Director of Advancement. A fundraising form is available online and must first be submitted to the employee organizing the program.
Emergency Situations

School Closing Announcements

When inclement weather occurs, a decision on whether or not to close or delay the opening of school will be made by the Head of School (or designee). This decision will be made as soon as is practicable and immediately communicated via email and the CA website. Please note that Cary Academy does not always close or delay when Wake County Public schools or other private schools close or delay.

Information on school closing or delay is conveyed to the CA community via the following methods:

- CA website: [www.caryacademy.org](http://www.caryacademy.org)
- Email
- Selected television and radio stations (see below)

While we do alert local media with closing and delay information as soon as we make our decision, we have no control over their publishing this information in an accurate and timely manner. The most reliable means of obtaining accurate closing and delay information are by either checking our website or calling the school’s hotline (919-677-3873).

Medical Emergencies/Injuries

Any accident that results in injury should be reported immediately to a Cary Academy employee, Nurse (228-4562), Athletic Trainer (228-4682), or Administrative Assistant (228-4600). After school hours, contact Athletic Trainer, Security (218-1284) or 911.

Damage to Property

Any damage to personal or school property should be reported immediately to a Cary Academy employee.

Fire Alarms

Fire alarms are located in every building and should be pulled in the event a student or employee sees a fire in progress or detects smoke. The person who pulls the alarm should evacuate and later report his/her actions to one of the Division Heads.

Fire Drills

Fire drills are a required safety precaution and will be conducted on a regular schedule. When the alarm rings, all students and employees are to leave the building quickly and quietly by the route displayed in every classroom, office, and hallway. Tablets are to be left in the room where the
class is being held. All windows and doors must be closed. Students should remain quiet throughout the drill. The drill monitor will give the all-clear signal to re-enter the buildings.

**Severe Weather Policy**

A weather radio is monitored at all times in order to receive news of severe weather watches and warnings. A tornado watch will be announced over the PA system as soon as the information is received. At this time, faculty members will review tornado warning procedures. Students will be instructed to move backpacks and bags from hallways to the classrooms. Outside activities will be stopped and students will be directed to the nearest building.

In the event of a tornado warning, all employees and students should quietly evacuate to designated shelter areas; these areas are posted in all rooms. Students and employees should not exit any building.

**Student Instructions for Basic Safety and Security**

**Security and Emergencies**
1. If during the school day you see a person on campus who does not have a security badge and looks out of place (For example: behavior is strange, dress is peculiar or person appears under influence of drugs or alcohol) you should notify a faculty or staff member; or call 677-3873 (from 8 a.m. to 5 p.m.) or 218-1284 (from 5 p.m. to midnight). Phone numbers are also posted on entrance doors to campus buildings.

2. Research indicates that most violent school incidences are done by students who attend the school. Therefore, if you have any information or concerns about the possibility of a student inflicting violence at school, share this with some adult at school: your advisor, a teacher, an administrator, or a school counselor. You, the students, are the best prevention.

3. If you are in need of a phone on campus for emergency or safety purposes (an injury occurs or you feel unsafe) and you are unable to get adult help, call 911.

   Phone Locations: outside the Sports & Fitness Center,
   Yellow Emergency Phones: on the road between the back of the Sports & Fitness Center and the tennis courts

**Lockdowns**
1. School Lockdowns are announced over the PA system using the phrase “go to lockdown”
2. Always follow teacher or staff directions.
3. If a lockdown occurs and you are not with a teacher and are: 
   **Inside** -- enter the nearest classroom and stay out of sight
Outside – and CAN get into a building within 20 seconds, enter the nearest building and then classroom as soon as possible.
Outside – and CANNOT get into a building within 20 seconds, exit campus as soon as possible; proceed to fire station or SAS campus – any building.

Basic Web Safety and Security
1. Never give out your full name, address, phone numbers, school name and personal photos to people you meet on-line.
2. Never share your password with friends.
3. Realize that a person who you are chatting with on-line may be very different than he/she leads you to believe.

Safety and Traffic

Arrival and Departure Policies for all Students

Before School
Students may be dropped off in the morning no earlier than 7:30 a.m. Middle School students arriving between 7:30 and 7:50 a.m. must report to a designated area on their grade level hall that is supervised by a Middle School faculty member.

During School Day
Students arriving after 8 a.m. should check in at the Middle School Office. Students leaving school during the school day must be checked out by a parent in the Middle School Office.

After School
Middle School Students must be picked up by 3:30 p.m. unless they are in the Extended Day Program, involved in an after-school activity or have an appointment with a teacher for extra help. Students whose after-school ride home does not arrive by 3:30 p.m. will be brought to the Middle School Office and parents will be contacted. Students may not leave campus after school unless prior arrangements have been communicated by a parent to the middle school office.
Campus Boundaries

- Students must remain on school grounds from the time of arrival to the end of the school day. Students may not leave the campus without parental or school permission.
- Middle School students are not permitted in other campus buildings without the supervision or permission of a faculty member.
- Unless permission has been given or the area is supervised, the following areas are off-limits to students during the school day: parking areas, Middle School play areas, and athletic fields. The church property is off-limits to Cary Academy students at all times during the school day.

Traffic Flow and Safety

In order to ensure the safety of our children and promote traffic efficiency, it is important to adhere to common practices while driving on campus.

- Please observe driving courtesy at all times, allowing other cars to merge, exit from parking spaces, and turn across traffic. Traffic flow around the circles in front of the Administration Building, Upper School, and the Middle School is one-way at all times. All North Carolina parking regulations are to be strictly observed when parking on campus. Individuals who park by fire hydrants, in handicapped parking places without the proper tags, and in fire lanes may be subject to ticketing by local law enforcement. The campus speed limit is 11 miles per hour. Drivers must observe all traffic direction signs and speed regulations, and drive with great caution at all times. Pedestrians always have the right of way on campus. Parents should avoid using cell phones when driving on campus.

Drop-Off and Pick-Up Procedures

- Drivers must enter the school grounds from Research Drive and follow the roadway and established traffic flow to the Middle School. Do not drop off or attempt to meet students before reaching the Middle School.
- Middle School students should be dropped off and picked up anywhere along the curb of the circle in front of the Middle School.
- Students may not be dropped off or picked up in front of the Administration Building.
- As the circle in front of the middle school is entered, drivers should pull as far forward as possible to allow others to enter the circle. Cars should remain in a single file as students will not be permitted to step into the passing lanes. After a pick-up or drop-off has been made, standing cars may be carefully passed.
- Drop-offs should be made between 7:30 and 7:50 a.m.
- Student dismissal is at 3:15 p.m. In order to reduce traffic congestion, students should go
promptly to their vehicles at the close of school. Students whose after-school ride does not arrive by 3:30 p.m. will be brought to the Middle School Office and parents will be contacted.

- Parents who need to park and go in the school, either before or after school, should use one of the available parking areas. Unattended vehicles should not be left in the traffic lane.
- Families with students in both the middle and upper schools must select one school to drop-off and pick-up.
- Refrain from using cell phones during the drop-off and pick-up.

**Surveillance Cameras**

Cary Academy employs a passive video surveillance system in several public spaces around campus. Information obtained through these systems may be used for internal security/discipline and external law enforcement purposes. Authorization to release recordings shall be given by the Head of School.

**Attendance**

Cary Academy is committed to meaningful educational experiences on each day that school is in session. Every school day is important; students and their parents are asked to give school attendance the highest priority. When students are late for classes or are absent, they miss critical information and essential discussions with teachers and classmates that cannot be made up by reading a textbook. The heart of education at Cary Academy is the daily classroom interaction that enables students to connect concepts, synthesize information, and gain insight and understanding.

- Parents are expected to **inform the middle school office** before 8:00 a.m. when their student will be **absent** for all or part of a day.
- Parents are asked **not to schedule vacations** or family trips with their children while school is in session. Whenever possible, medical appointments should be made after school hours and during school breaks.
- Students are expected to be in attendance a **minimum of 90 percent** of annual school days. Students who do not meet this requirement may be denied course credits or reenrollment. This means a student should not miss more than 15 days of school (excused and unexcused) in a school year.
- **Students who miss any classes without permission or miss more than three hours of school without prior approval will not be allowed to take part in or attend after-school activities/athletics of any sort on that day.**
- Students well enough to attend school, must participate in a scheduled physical education class. If a student has a medical reason for not participating on a particular day, a letter from a parent may excuse him/her.
• Absences may be excused or unexcused depending on the circumstances and will be determined by the division head.

**Attendance Policy**

**Tardiness**
Classes begin promptly at 8:00 a.m. Any student who reports to school after that time is considered tardy. All tardy students must report to the Middle School Office with a note from their parent explaining the tardiness. Tardiness is excused for medical reasons, family emergencies, bad weather, or religious commitments. Students tardy for reasons other than those previously listed will be marked unexcused. After three unexcused tardies, students will be assigned a detention by the office and parents will be notified.

**Early Dismissals and Leaving During the School Day**
Students who must leave school during the regularly scheduled hours are to bring a note from home stating the time that the student needs to be excused. This note should be presented to the Middle School Office by 8:00 am. Parents of Middle School students are asked to meet and sign out their child in the Middle School Office. If someone other than a parent or guardian is picking up a student, this should be indicated in the note.

In case of illness during the school day, the student will report to the School Nurse who will then call a parent and the appropriate school office.

**Excused Absences**
Absences are excused for illness, family emergencies, religious commitments, confirmed court dates, and medical appointments that must fall within the school day. Requests for excused absences for reasons other than these must be made in writing to the Middle School Head at least one week prior to the intended absence.

Following an absence, students must present a written explanatory note from the parents or guardian if a phone call did not verify the absence. Faculty is not obligated to accept late homework or to provide “make-up” teaching sessions and/or examinations due to unexcused student absences.

**Make-up Work for Excused Absences**
Students are expected to make up work missed when absent. Students are allowed a period of time (usually equal to the number of days that they were absent) to complete the missed work. The student should ask his or her advisor for help in establishing a make-up schedule.
Extended Absences
In the event that a student must be absent from school for several days or more due to a family or extracurricular obligation, parents must contact the Middle School Head to approve the absence and arrange for teachers to provide make up work.

Current Family Contact Information
Parents are expected to keep the School informed of contact information for emergency situations. If a parent is going to be away from home for an extended length of time, please leave a forwarding address and telephone number where the parent can be reached, as well as information regarding who will be responsible for the student and how they may be reached in case of illness or other emergency.

Multiple Households
In order for the School to most effectively communicate with parents and support each student, it is important for teachers and administrators to be aware of students who spend time in multiple households. Please be sure to communicate to the School about primary caregivers in the event of an emergency, and whether special co-parenting arrangements exist. If there are court-ordered guidelines regarding visitations, picking up a student from school, parent involvement in field trips or other issues, please include the School in the communication loop. These situations can be stressful for parents and confusing for students, and assistance in minimizing the School’s phone calls for clarification is very important. Unless otherwise specified, each parent for whom the School has current contact information will receive a copy of the student’s report card as well as other informational mailings and electronic communications during the year.

Scheduling School Events During Holidays
As a rule, we do not allow any academic or extra-curricular events to be held either on or off campus during certain holidays if school is not in session on those days. An event is defined as any required or voluntary competition, practice, planning or preparation time, or rehearsal associated with an upcoming event. These holidays are: Labor Day, Rosh Hashanah, Yom Kippur, Fall Break, Thanksgiving (Wednesday, Thursday, Friday), Christmas Day, New Year’s Day, Martin Luther King, Jr. Holiday, Winter Break, Good Friday, and Memorial Day. Furthermore, when we are in session we will excuse students wishing to celebrate religious holidays and modify homework or delay tests if asked. Permission of the Head of School is required for an exception.
Field Trips

Overnight field trips occur at each grade level at Cary Academy. Because these trips supplement the Cary Academy curriculum and experience, students are expected to attend. In the event that a student has a conflict with an overnight trip, the parent must contact the Middle School Head in advance of the trip for the absence to be excused.

School Services

Counseling Services

The goal of Counseling Services at Cary Academy is to support the school’s mission to educate the whole child by focusing on the social and emotional development of students. In particular, School Counselors are available to assist students for whom academic, social and emotional issues are affecting the learning process or general development. Counseling is provided individually or in groups. School Counselors are also available as a resource for parents, providing guidance on issues related to adolescent development, parenting, and the student’s school experience. When students or families require support that extends beyond the means of Cary Academy staff, or at the parent’s request, the School Counselors provide parents with referral information regarding professional services in the community.

The information revealed by a student or parent during counseling is confidential and will not become part of the student’s school record. More generally, the information revealed by a student (or parent) during counseling is not subject to disclosure without the individual’s consent; however, there are important exceptions to the expectation of confidentiality. An exception is warranted when disclosure reasonably appears necessary to protect the student or someone else from serious, foreseeable, and imminent harm. If the School Counselor reasonably believes that the student may be in imminent danger, the counselor may contact the person who is responsible for the student’s well-being (usually a parent). In such instances the School Counselor will inform the person that he or she is concerned for the student’s safety and recommend a course of action. Similarly, parents may be contacted when the School Counselor reasonably believes that there may be a serious emotional or behavioral condition that requires further assessment or treatment. Sometimes the law requires disclosure when there is information that indicates the possibility of child abuse or neglect. It should also be noted that in nearly every instance federal law requires a minor’s written consent for School Counselors to inform parents of their minor child’s request for substance abuse or child abuse services.

Students and parents are encouraged to contact their School Counselor at any time. If a parent has concerns about their child or about participation in counseling services, the parent should speak
with either the counselor with whom they have already worked or the counselor designated for their child’s grade level.

Confidentiality
Members of the School community commit themselves to maintaining appropriate professional tact and discretion with regard to confidential information they receive. However, confidential information may be disclosed to the Head of School, appropriate administrators, outside professionals, law enforcement officers, parents/guardians and others when there is a compelling reason for doing so, including, without limitation, in cases of health and safety emergencies (when students or others are in imminent danger of harm); when there is concern about an individual’s ability to function academically, emotionally, physically, and/or mentally within the School environment; or when legal requirements demand that confidential information be revealed.

Child Abuse and Neglect Reporting
The School is committed to the highest standards of care for our students, and seeks to ensure that our students are protected from inappropriate or hurtful actions by adults responsible for their care, as well as by anyone else who may mistreat a student. In accordance with North Carolina law, all School employees are required to report suspected abuse or neglect of any student under age 18.

North Carolina law requires individuals and institutions having “cause to suspect” that a child has been abused or neglected to report such knowledge or suspicion immediately to DSS. “Cause to suspect” may be based on factors including, but not limited to, observations, allegations, facts or statements by a child, a victim, or a third party. The standard does not require certainty or probable cause. The responsibility to report rests both on the School and also on all School employees. While a School employee may wish, and is indeed encouraged, to consult with the Head of School prior to making a report of suspected child abuse or neglect to DSS, all employees are required to report their reasonable suspicions to DSS, even if the Head of School may not agree with the employee’s concerns.

Notification to Government Authorities
In appropriate circumstances, such as when a crime may have been committed or a child may have been subjected to abuse or neglect of the type that is reportable under North Carolina law to DSS, law enforcement or other appropriate government agencies may be notified. At any point after receiving a report of misconduct, including but not limited to bullying, harassment, hazing, sexual assault or sexual harassment, the School may notify local law enforcement or other government agencies. If the School receives a complaint involving students from another school, the School may notify the appropriate administrator of the other school so that both may take appropriate action.
Extended Day Program

The program provides middle school students with quality, supervised care between 3:15 pm and 6:00 pm. It is designed to assist parents whose work schedules do not allow them to regularly pick up their children at dismissal time.

The goal of the Extended Day Program is to ensure that participating students enjoy a positive and meaningful after school experience. Therefore, the program is organized around academic, social, and physical activities. Students have opportunities to work on homework, play athletic and board games, and just relax with their peers. Staffing, activities, and facility use are planned in advance knowing the number of students registered for the program.

Learning Specialist

The Learning Specialist's primary role is to assist faculty in supporting the unique educational needs of those students identified through individual education plans. In addition, the Learning Specialist works with identified students to help them develop effective learning strategies and advocacy skills. The Learning Specialist is also available as a resource to parents of identified students, providing guidance and information to help them better understand and support their child's learning needs. The Learning Specialist divides time between the Upper and Middle school buildings and has an office in each area.

Health Services

The goal of health services at Cary Academy is to assist students to maintain their health and support their success at school. Our school nurse serves as a public health advocate to advance the well-being, academic performance and health of students in both the Middle and Upper school. The nurse's office is located on the first floor of the Middle School. The School Nurse at Cary Academy provides the following services:

- Analyzes and manages the health records submitted through Magnus Health SMR
- Maintains student immunization compliance according to state guidelines
- Delivers first aid and emergency care utilizing nursing professional assessment skills
- Administers medications required for students to complete the school day
- Manages health conditions such as diabetes, food allergies, asthma and seizures
- Collaborates with parents, teachers, school counselors, coaches, administrators and health care providers to maintain student’s health and promote academic success
- Maintains Emergency Equipment such as AED’s, travel medical kits and disaster kits

The information revealed by a student or parent to the School Nurse or the School Counselor is confidential and will be shared on a need-to-know basis, as appropriate. For further information on our confidentiality policy, please refer to this Handbook’s Policy on Counseling Services.
In the event of student illness or injury which requires home or emergency care, the School Nurse will provide appropriate care and attempt to contact a parent or guardian at work or home; if the parent cannot be reached, the School Nurse will call the “emergency contact” number provided by the parents. In the event of a serious emergency, an ambulance will be called, the student will be taken to the nearest hospital emergency room, and at least one parent will be notified immediately. The School Nurse cares for ill students until a parent arrives. Parents are expected to pick up their child in a timely manner.

To maintain a healthy school environment and reduce the spread of communicable disease, students who become ill during the school day must see the School Nurse, who will then contact parents and the appropriate division office if the student must be sent home. The nurse may send students home for the following and other medical reasons deemed appropriate:

- A temperature above 100 degrees
- Vomiting
- Repeated diarrhea of unknown origin
- Severe cold and cough symptoms
- Chickenpox, measles, head lice, ringworm, scabies, conjunctivitis (pink eye), impetigo, streptococcal and staphylococcus infections, roseola

**Students must be fever free, without the use of fever reducing medicines, for 24 hours before returning to school.**

**Immunization Policy**

North Carolina state law requires immunizations for every child in our state. A list of required immunizations for entry into sixth and seventh grade are available from the school nurse, student’s pediatrician or on the North Carolina Department of Health and Human Services website. In 2015 the state changed the immunization requirements for all students entering the seventh grade. The school nurse is required to report immunization status to the Health Department by the 30th day of school. After this date, non-compliant students are not permitted to attend school until they show proof of immunization.

**Medication Policy**

Every student has a Magnus Health account. The medications that your child takes on a daily or occasional basis should be listed on the Vital Health Record of your student’s account. Over the counter medications listed on the Cary Academy Medication Administration sheet may be administered to your child at school or on school trips at their request and at the recommendation of the school nurse if the signatures of the parent and health care provider have been provided. Any prescription medication that your child may need during the school day must be left with the school nurse in its original container and the prescription medication form must be completed. Students should never carry over the counter or prescription medications without the prior knowledge of the school nurse. Possession of over the counter or prescription
drugs is a violation of school policy and can result in serious disciplinary consequences. Exceptions are made for insulin, asthma inhalers and epinephrine auto-injectors after clearance from a physician and the school nurse.

In the absence of the School Nurse, designated personnel will administer medication. In the event that medication administration requires special expertise, involves unusual risks, or a student or parent refuses to adhere to the medication policy, Cary Academy reserves the right to decline to administer the medication. Medications will be kept in a locked cabinet and stored as prescribed. All medications brought to school for a student for administration during school hours and school activities must be in the original container. Prescribed medications not in the original container cannot be accepted or administered by Cary Academy. Each student’s medication and medication administration record will be maintained in a confidential manner and disclosed on a need-to-know basis, as appropriate.

Emergency Administration of Epinephrine and/or Diphenhydramine by School Nurses: The School Nurse is authorized by the Cary Academy Physician Consultant to administer oral diphenhydramine hydrochloride (Benadryl) and or subcutaneous epinephrine to any student or staff member who exhibits symptoms of severe allergic response or anaphylactic shock. Emergency services (911) and parents will be called in any situation that epinephrine has been administered.

Library

Access Privileges
Access to the library and borrowing privileges are granted to members of the Cary Academy community. This includes faculty, staff, students, and parents of currently enrolled students.

Hours of Operation
Temporarily closed during renovations.

Library Rules
• All visitors to the library must sign in at the circulation desk upon arrival and sign out when departing.
• Cell phones must be set to vibrate while in the library.

Checkout Policy
Materials may be checked out, renewed, and requested online or in person. Books may be checked out for twenty-eight days and renewed, providing there are no reserves. Fines will be assessed for overdue, damaged, or lost items.
Electronic Resources
Follett’s Destiny is the online catalog. It can be accessed through the library web page at school, student portal or the CA website. The library subscribes to online databases which can be accessed via the Library home page.

Copyright Information
Members of the Cary Academy community must comply with copyright regulation and Fair Use policies. Please ask the Librarians for assistance or refer to the library web page for more specific information regarding copyright.

Dining Services
All Cary Academy students eat together by division in the Dining Hall. Cary Academy offers a lunch designed to strengthen community and broaden student friendships. The Dining Hall staff carefully prepares all meals, paying close attention to students’ nutritional needs. Students always have a moderate amount of choice, including a salad, pasta and sandwich bar, on a daily basis. When a student has been placed on a special diet or has food allergies, effort will be made to accommodate that student’s needs. A written note from a physician must be filed with the School Nurse to allow Cary Academy to plan for these accommodations.

School Store
School Store (Charger Corner) carries a variety of school supplies, spirit merchandise, and Cary Academy sportswear. Charger Corner is open from 9:00 am to 1:00 pm Tuesday/Thursday and 2:15 pm – 4:30 pm Monday/Thursday and occasionally during special events. Upon parental/guardian approval students have the option to conveniently direct bill their student billing account by filling out a Direct Bill Authorization Form. Parents will receive a monthly bill for all Charger Corner items purchased. If the regular hours do not meet your needs please contact Charger Corner at 228-4693 to schedule an appointment.

Lost and Found
If you find an item, please turn it into one of the locations listed below. If you feel that your personal property has been lost, take the following steps:
1. Check your bookbag, PE and personal lockers, classrooms or areas you have been in that day,
2. Check at home that evening
3. Check the lost and found in the following areas:
   Middle School         Middle School Assistant
   Administrative/Library Library/Media Center Director
At the end of each trimester and the end of the school year in June, all unclaimed items will be donated to charity.

**Academic Policies**

**Marking System**

*Students receive two marks for each course: one for achievement and one for effort.*

The achievement marks are:

<table>
<thead>
<tr>
<th>Mark</th>
<th>Numeric Equivalent</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>97 to 100</td>
</tr>
<tr>
<td>A</td>
<td>93 to 96</td>
</tr>
<tr>
<td>A-</td>
<td>90 to 92</td>
</tr>
<tr>
<td>B+</td>
<td>87 to 89</td>
</tr>
<tr>
<td>B</td>
<td>83 to 86</td>
</tr>
<tr>
<td>B-</td>
<td>80 to 82</td>
</tr>
<tr>
<td>C+</td>
<td>77 to 79</td>
</tr>
<tr>
<td>C</td>
<td>73 to 76</td>
</tr>
<tr>
<td>C-</td>
<td>70 to 72</td>
</tr>
<tr>
<td>D+</td>
<td>67 to 69</td>
</tr>
<tr>
<td>D</td>
<td>65 to 66</td>
</tr>
<tr>
<td>F</td>
<td>Below 65 (Failing)</td>
</tr>
</tbody>
</table>

The effort mark is a holistic indicator of the degree to which a student demonstrates behaviors outlined in our Portrait of a Graduate. These behaviors are:

- eager to learn
- uses time wisely
- keeps trying even when faced with challenges or obstacles
- uses technology/equipment productively and responsibly
- works well with peers
- interacts respectfully with all
- takes care of personal property and respects property of others
- comes to class prepared to learn

The effort marks are:

<table>
<thead>
<tr>
<th>Mark</th>
<th>Level of effort</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>Consistently- with rare exception, the student demonstrates these behaviors</td>
</tr>
<tr>
<td>3</td>
<td>Frequently- more often than not, the student demonstrates these behaviors</td>
</tr>
<tr>
<td>2</td>
<td>Inconsistently- occasionally/sporadically, the student demonstrates these behaviors</td>
</tr>
<tr>
<td>1</td>
<td>Rarely- an exception when the student demonstrates these behaviors</td>
</tr>
</tbody>
</table>

**Blackbaud—Online Grades**

Teachers regularly assess student progress and post information on Blackbaud. This information is meant to augment, not replace, the essential communication among parents, students, and teachers. Parents should check Blackbaud on a regular basis and contact the teacher when concerned about a pattern of declining academic performance. Each family and student has a password to access the confidential information regarding that student. If Blackbaud is difficult to access, please contact the Cary Academy Information Services department at 677-3873 ext. 6000.

**Progress Reports**

At mid-term and at the end of each trimester, grades and effort marks for each course are posted. Mid-term teachers’ comments are included for students whose average in a given course is a C- or below, whose average has dropped significantly, or for students who have below a 3 in effort. All students will receive a comment in each course at the end of each trimester. Parents are
encouraged to contact individual teachers or their student’s advisors with any questions or concerns.

**Posting Homework Assignments**

In Middle School each teacher posts the week’s homework assignments on the assignment calendar through Blackbaud by 4:00 p.m. Monday. The teacher will amend these assignments during the week if necessary. When absent, students should check daily for assignments.

**Inclement Weather and Homework**

In an effort to minimize the interruption to student learning that occurs when school is cancelled due to inclement weather, as well as to avoid making up missed days, Cary Academy faculty will post class assignments by noon of the day when school is closed. Students will be expected to check and complete these assignments. Faculty will check their email periodically and respond to student questions. Students unable to access the web should call a friend to get assignments. We strongly advise students to take all textbooks and tablets home on evenings when inclement weather (snow, freezing rain or a hurricane) is in the forecast.

**Incomplete Work**

When a student has an extended, excused absence from school, a faculty member may assign an “Incomplete” as a course grade at the end of a trimester with the prior approval of the Middle School Head. Students granted an “Incomplete” may have up to three weeks to make up all missing work. If a student requires additional time to make up the work, the request for an extension must be submitted to the Middle School Head. Students with an “Incomplete” on their record are not eligible for Honor Roll until the “Incomplete” has been resolved and the grade for the course has been entered. If a student does not resolve an “Incomplete” within the three-week time period allotted, the grade for the course will be based on all required work, including work not received.

**Students with Identified Learning Needs**

All students enrolled in Cary Academy are expected to meet curricular standards and expectations established as the normal course of study. In order to best support students with identified learning differences, an accommodations plan is developed by the Learning Specialist using information submitted by parents from an outside professional documenting a diagnosed learning difference. Accommodations provided to the student are determined using recommendations made in the report submitted to the school and input from school professionals without altering the curriculum or grading policies. These plans are updated annually at the start of the school year. It is the school’s recommendation that an existing diagnosed learning difference be disclosed to the Learning Specialist so that your child’s needs may be most appropriately met.
**Tutoring Policy - Faculty Tutors**

A subject teacher may tutor a student because of extended absences, need for intensive review, or weak preparation in the subject area. On a limited basis, a teacher can meet with a student after or prior to school. Should the student need more extensive support an external tutor may be necessary.

During the school year, compensated tutoring (including preparation for standardized testing) may not be provided by any current Cary Academy faculty member. Division Heads may approve compensated tutoring by Cary Academy faculty over the summer.

**Tutoring Policy - Non-Faculty Tutors**

All external tutors who will be providing services to Cary Academy students on campus must receive advance approval. For more information regarding the approval process, visit Academics-->Learning Support-->On Campus Tutoring Policy on the Cary Academy website.

**Academic Honor Roll**

Students who meet the following requirements are recognized at the end of each academic term for their achievements on an Academic Honor Roll:

**Headmaster’s Honor Roll**

All trimester grades of A, allowing for one grade of B+ or B.

**Scholar’s Honor Roll**

All trimester grades of B or above, allowing for one grade of B-. For seventh grade honor rolls AMTP is not factored.

**Effort Honor Roll**

A minimum of three effort marks of 4 with the remainder of the marks no less than 3.

A student with an “Incomplete” on record is ineligible for the Honor Roll until the incomplete has been resolved.

**Academic Warning**

**Definition** - A student will be placed on Academic Warning at the end of a trimester if the student receives:

1. a failing grade for a course, or
2. two or more grades below a C-, or
3. one grade below a C- and two or more effort marks below a 3, or
4. three or more effort marks below a 3
Consequences and Plan

The consequences for students on Academic Warning are determined by the student’s advisor and the Head of Middle School on a case-by-case basis with input from faculty and on some occasions, parents.

1. Advisor reviews end of trimester report and makes note of academic warning status in narrative.
2. Advisor informs Head of Middle School at end of trimester about students who receive academic warning status.
3. Student, with the aid of the advisor, develops plan to address academic weaknesses. Advisor, student and -parents sign off.
   This plan may include:
   i. Mandatory help sessions with faculty
   ii. Working with an outside tutor
   iii. Removal from extracurricular activities
4. Student meets with Head of Middle School to discuss academic plan.
5. On a weekly basis, student meets and updates advisor on actions outlined in plan.
6. The Head of Middle School and the student’s advisor will review the status of a Middle School student placed on academic warning at mid-term. Consequences for the student will be adjusted according to his/her progress at that time.

Academic Probation

Definition- A student will be placed on Academic Probation at the end of each trimester if:

1. the student fails two or more courses, or
2. the student fails one course and receives three effort marks below a 3, or
3. three or more grades below a C-, or
4. two grades below a C- and three effort marks below a 3.

Consequences and Plan

1. Advisor informs Head of Middle School at end of trimester about students who receive academic probation status.
2. Student and parents must meet with Head of Middle School.
3. An academic plan is developed by the Head of the Middle School (with the aid of the advisor and parents) and shared with all teachers of the student.
   This plan may include:
   i. mandatory help sessions with faculty
   ii. working with an outside tutor
   iii. removal from extracurricular activities
4. Student meets with Head of Middle School to discuss academic plan
5. On a weekly basis student meets and updates advisor on his/her progress in implementing actions outlined in plan

The Head of Middle School and the student’s advisor will review the status of a Middle School student placed on academic probation at mid-term. Consequences for the student will be adjusted according to his/her progress at that time. While students may have consequences removed for improved performance, they remain on probation for the entire trimester. Consequences can be reinstated if improved academic performance does not continue.

A student who has two or more course failures for an academic year will not be allowed to continue as a Cary Academy student.

**Middle School Student End-of-Year Award**

At the end of each school year, deserving students are nominated by members of the middle school faculty for the Community Spirit Award.

This award recognizes students whose behaviors and attitudes significantly contribute to the Cary Academy community. These students consistently demonstrate all of the following qualities:

- Courteous and respectful behavior
- Willingness to lend a helping hand (includes community service)
- Positive attitude toward all aspects of school life
- Role model for other students

**Conferences (Parent/Student/Advisor)**

Parents may request a conference with teachers or advisors at any point during the year. Cary Academy sponsors formal parent-student-advisor conferences twice each year. Approximately halfway through the first trimester, and again late in the spring for eighth graders and late January for sixth and seventh graders, Middle School parents and students meet with their child’s advisor. Parents are notified well in advance of these conference opportunities so that they can make necessary arrangements to attend. Cary Academy encourages all parents to take advantage of these conferences.

**Student Records and Transcripts**

Students’ records are kept on file at the School. Each student’s record contains a transcript with grades, test scores, advisor comments, and letters involving any major discipline infractions.

**Homework**

Cary Academy supplements classroom instruction with homework designed to practice skills and
reinforce concepts introduced in class; provide challenging and interesting independent study; and help students develop responsibility for their own work. All homework is developmentally appropriate, and assessed promptly by faculty; homework is an integral part of the learning process at Cary Academy.

Parents may assist students with their homework, but should recognize the value of students taking ownership for their own learning. The amount of time spent on homework each night may vary, based on the student’s abilities, homework assignments, and other factors, but in general, Cary Academy recommends that students schedule one to two hours per night for homework in the Middle School.

Homework, even collaborative projects, is subject to the stated rules and spirit of the rules regarding plagiarism. These rules are discussed in the “Standards for Student Conduct” section of this Handbook.

**Progressive Assignments**

It is common for faculty to assign work that stretches over an extended period of time. Such assignments require students to plan their work and budget their time to complete the work and any required benchmarks (outlines, drafts, etc.) on time. It is appropriate for faculty to treat benchmark assignments as regular assignments due on the announced date and time.

**Assessments**

Tests, projects, and papers all form an integral part of the educational process allowing students to demonstrate their mastery of materials and faculty to assess student progress. To allow students to perform at their optimum level on assessments, students will not be asked to take more than two tests on a given day. This policy also extends to projects. The intent is to avoid overloading a student with more than two tests or projects (in any combination) on the same day.

Teachers will also avoid scheduling tests on days following evening arts performances or work with individual students to reschedule an assessment if it takes places the day after an evening performance.

**Exams**

Currently, end-of-year exams are administered to students in Algebra and Geometry. Eighth grade History classes also take an end –of-year exam.

**Standardized Testing**

Every spring the school administers the Education Records Bureau (ERB) CTP-5 to all middle school students. Students who miss testing will be required to make it up.
Submitting Required Work on Time

Homework, tests, quizzes, projects, and other assignments are to be presented to faculty on schedule. Faculty members are not required to accept late work except in cases of medical absence or other situations approved in advance by Division Heads. Faculty may impose academic penalties for late work unless arrangements are made in advance to accept the work after the announced deadline.

Student Life

Advisory Program (Enrichment Period)

All Middle School students have a faculty advisor who serves as a trusted adult, mentor, and advocate in the life of the student. Middle school teachers meet regularly with their small group of advisees (10 – 14 students), coordinate social opportunities and team-building activities, and strive to ensure that every student knows he/she has an important place in the school community. Parents also rely on the advisor to provide important communication and feedback about the needs of the whole child as advisors offer individual, personal, and academic guidance.

During Enrichment, advisors and their students might talk informally about common interests, current events, and student issues. In addition, the middle school counselor works closely with advisors to deliver the Charger Trails programming. Teachers are also often available to help students during Enrichment with topics that are particularly challenging. The Advisory Program strives to ensure that every student has a relationship with an adult whom he/she can trust to be caring and supportive.

At the beginning of each Enrichment Period, students report to their advisor’s room. Then, depending on the day’s schedule, students can meet with their advisors, see a teacher for assistance, attend grade-level meetings, participate in grade level activities or work on projects and assignments.

Student Organizations

At Cary Academy, student organizations fall into two categories: clubs and affinity groups. A club, a student group assembled for a particular goal, may focus on service, foreign language, or a special interest best addressed through organized meetings. An affinity group brings together people who have something important in common, e.g., race, gender, religion, ethnicity. Affinity groups allow for building community, identifying issues, sharing successes, promoting ideas for action, preparing for deep and honest cross-cultural dialogue with other affinity groups, and providing opportunities for affirmation and celebration.
Extracurricular Activities

Students are encouraged to participate in the extracurricular program. It is a terrific way to meet students and faculty while exploring or pursuing an interest. Extracurricular activities include athletics, theater, and various clubs. The specific activities that Cary Academy offers depend largely on student interest and faculty expertise. Each trimester, middle school students sign up for a club that typically meets on Wednesday during Enrichment. A club must have at least eight members who consistently attend. For a complete listing of activities, go to the Middle School website. Questions about Middle School clubs can be directed to the Assistant Head of the Middle School.

Middle School Sports

Cary Academy’s Middle School Sports program is a full-participatory, non-cut sports program designed for students in grades seven and eight. First and foremost, the objective of our Middle School program is to develop skills and an understanding of the sport in which the athletes are participating. Coaches will strive to provide athletes with opportunities to participate in nearly all games/matches contingent upon the athlete’s attitude and participation in practice.

Age Group Interscholastic Sports Play Policy

As with all NCISAA-governed schools, students in grades 7 through 12 are eligible to participate in Varsity competition. However, Cary Academy has determined that the physical, social, and emotional development of its students should take place within similar age groups. Thus, students will play on interscholastic athletic teams within their division. Seventh and eighth graders will try-out and play on Middle School teams. The number of teams fielded within any given sport will be directly reflective of the number of students interested in playing the sport. In general, Cary Academy will offer three levels of play: Middle School, Junior Varsity and Varsity. The exceptions to this rule are Swimming, Wrestling, and Golf which offer only Varsity-level competition. In these three sports, seventh through twelfth graders are eligible to participate on the Varsity teams. In extremely rare cases exceptions may be made to allow Middle School students to try-out for a Varsity team. However, the process must be initiated by the student and parent through a meeting with the Athletic Director. If the Athletic Director approves the request to be considered for a Varsity team, the appropriate grade-level coach, coach of the Varsity team in question, faculty advisor, and Middle School Head must then concur with that assessment.

If a student has interest in becoming a manager they should contact the Athletic Director.
Daily Attendance and Athletic Participation

Athletes are expected to attend all daily classes. Students who miss any classes without permission or miss more than three hours of school without prior approval will generally not be allowed to take part in any sporting activity that day. This includes games, scrimmages and/or practices.

Student Health Requirements

1. Annual Physical and ImPACT Test – All students are required to have an up to date physical on file with Magnus Health prior to participation in any sporting activity. Additionally, athletes participating in a contact sport must have an ImPACT baseline test performed every two years. (Please see the Head Injury and Concussion Policy for more information on ImPACT testing).

2. Annual Concussion Statement – All students-athletes and their parent/guardian must read, sign, and have on file with Magnus Health, a Concussion Education & Statement form before participating in any CA-sponsored sport.

3. Magnus Health – All Health and athletic participation forms are managed through Magnus Health; such forms include but are not limited to the Vital Health Record, Consent to Treat, Concussion Statement, Immunizations and ImPACT testing.

Personal Coaching and Training

Compensated personal training or coaching of Cary Academy students by employees represents a conflict of interest and is not permitted. Employees, however, may offer fee-based clinics approved by the Athletics Director.

Social Events

Cary Academy offers a range of social events from evening dances to weekend outings. Only currently enrolled Cary Academy Middle School students are allowed to attend. Middle School students should refrain from bringing guests who attend other schools.

Class Trips

Class trips occur at each grade level at Cary Academy. These trips supplement the Cary Academy curriculum and experience. Students are expected to attend. If there is a conflict with a class trip that will prevent a student from attending, the parent must notify the appropriate Division Head prior to class trip.
Snacks and Vending Machines

Students are permitted to bring their own snacks to school and are expected to follow the guidelines on the appropriate places for eating food on campus. Students may eat food in the Dining Hall, outdoors, and rooms where a teacher is present and has given approval. There are snack machines in both the lobby of the Athletic Center and the SEA student lounge. Middle School students are permitted to use the vending machines only after 3:15 p.m.

Standards of Student Conduct

Cary Academy seeks to maintain a secure, challenging, and nurturing environment, where students develop a strong sense of integrity and respect for others. Our community values statement is: As a member of the Cary Academy community, I am responsible for acting with respect, integrity and compassion. Students are expected to use discretion in the language they use, the attitudes they express, and the behaviors they exhibit.

The Cary Academy Standards of Student Conduct are designed to provide students with guidance to help them meet the goals and expectations of our community. The list of rules and policies should be read carefully. Violations of these rules will result in serious consequences, up to and including suspension or dismissal from school. Students may also be required to make amends for any damage or harm that they cause to individuals and/or the Cary Academy community at large.

The following list of rules should not be read as an all-inclusive description of the school’s standards, which are based on honesty, respect, trust, and safety. Any behavior that constitutes a breach of these school values may be treated as a major school rule violation. Since honesty is fundamental to all of our relationships at Cary Academy, dishonesty, in and of itself, is considered a fundamental breach of our community’s expectations and will compound disciplinary responses, regardless of the severity of the original violation.

The standards apply any time a student is on campus, any time a student is participating in or attending a school-sponsored event on or off campus, any time a student is officially representing the school, and any time a student is traveling on behalf of the school. In addition, the school regards any behavior prejudicial to the best interests of Cary Academy and its community, whether at school or elsewhere, as sufficient grounds for a disciplinary response. Cary Academy seeks consistent application of its disciplinary policies. Although each situation is judged on its merits, every effort will be made to ensure that decisions are not arbitrary.

Behavioral issues are handled on a case-by-case basis, with consideration given to individual needs and circumstances, support provided by parents, and a variety of other factors. Teachers
and administrators recognize that students make occasional mistakes and experience lapses in judgment. Conversations about behavior happen frequently and students come to expect that faculty will play an active role in their lives. Our approach is proactive. We understand and expect that mistakes will happen, as they are an integral part of growing up. We are, first and foremost, a community of learners. Respect for one another is critical.

The most important element in helping students learn to make sound choices is to have them realize the importance of accountability. Students are therefore expected to act with integrity in acknowledging their conduct, to accept the consequences determined by the school, and to move forward, having learned from their mistakes. The School strives to be fair, and consequences are carefully considered. Ultimately, however, the School, in its sole discretion, decides upon the appropriate disciplinary response to student misconduct. The School administration may delegate disciplinary matters as it sees fit, within the administration; thus, by way of example, if the Division Head or Assistant Division Head is unavailable, or is not the appropriate person to resolve a matter, another administrator may do so.

**Parental Comportment and Support for School Policies**

At Cary Academy, we believe that a positive relationship between the School and a student’s parents or guardians is essential to the fulfillment of the School’s mission. We recognize that effective relationships are characterized by clearly defined responsibilities, a shared commitment to collaboration, and open lines of communication, mutual respect, and a common vision of the goals to be achieved.

The School understands and appreciates that parents and guardians may employ different means to meet the expectations and responsibilities expressed in this policy. Nevertheless, Cary Academy, at all times, may dismiss a student whose parent, guardian, family member or other adult involved with the student, in the sole judgment of the School, fails to comply with this or any other policy or procedure of the School, engages in conduct either on or off the School’s property that could undermine the authority of the School’s administration, and/or otherwise behaves in a manner that is unbecoming of a member of the School community. The School may refuse re-enrollment of a student if the School, in its sole discretion, believes the actions of a parent or guardian on or off the School’s property make a positive, constructive relationship impossible, or otherwise may interfere with the School's accomplishment of its mission and/or educational goals. To assist in creating the most effective relationship, the School expects that parents will observe the following guidelines:
Share in the School’s vision

- Support the mission of the School.
- Understand and support the School’s philosophy, policies, and procedures.
- Support the School’s disciplinary process and understand that the School’s authority in such matters is final.
- Be supportive of the School’s commitment to a diverse and inclusive community.
- Acknowledge that the payment of tuition is an investment in the education of the student, not an investment of ownership in the School.
- Support the School’s emphasis on sustainable practices.

Provide a home environment that supports the intellectual, physical and emotional growth of the student.

- Create a schedule and structure that supports a student’s study and completion of homework requirements.
- Be aware of the student’s online activities and use of computers, television, and video games.
- Encourage integrity and civility in the student.
- Be a role model, especially when it comes to behavior at School and at athletic events.
- Encourage the student’s participation in events that promote high standards; actively discourage participation in events that can lead to illegal or unwise behavior.

Participate in the establishment of a home/School and School community relationship built on communication, collaboration, and mutual respect.

- Provide a home environment that supports positive attitudes toward the School.
- Treat each member of the community with respect, assume good will, and maintain a collaborative approach when conflicts and challenges arise.
- Help build and maintain a positive School environment by not participating in or tolerating gossip.
- Maintain tact and discretion with regard to confidential information. In cases when students or others are in imminent danger of harm, when there is a compelling reason for doing so, or when legal requirements demand that confidential information must be revealed, information may be disclosed to the Head of School, administrators, outside professionals, or law enforcement officers.
- Respect the School’s responsibility to do what is best for the entire community, while recognizing the needs of an individual student.
- Seek to resolve problems and secure information through appropriate channels (i.e., teacher/advisor/counselor, Head of School, in that order).
- Acknowledge the value of the educational experience at the School by making regular and timely School attendance a priority, scheduling non-emergency appointments outside the classroom day.
- Support the School through volunteerism and attendance at School events.
- Financially support the School to the best of one’s ability.
• Share with the School any religious, cultural, medical, or personal information that the School may need to best serve students and the School community.
• Understand and support the School’s technology policies.

**Academic Honesty**

Cary Academy is committed to academic integrity and honor. We expect our students to understand these principles and to practice them in all academic endeavors.

The following are examples of violations that breech these principles and constitute academic dishonesty:

1. Collaborating on an assignment that is designated to be completed individually.
2. Submitting another’s work as your own, regardless of whether it is modified from its original form.
3. Allowing another student to submit your work as his or her own.
4. Plagiarism, the failure to identify quoted words or to cite appropriate sources in your work.
5. Using unauthorized materials or resources on an assessment.

**Collaboration**

Cary Academy students are often encouraged to collaborate with other students prior to writing a paper or completing an assignment. When the assignment is submitted, students should indicate what ideas in their work reflect collaboration. Students who fail to note such collaboration may be charged with academic dishonesty. Students who aid their classmates in acts of academic dishonesty are also guilty of academic dishonesty. The penalties for academic dishonesty may include a requirement to complete the assignment again or an alternative assignment for reduced credit, no credit, suspension, or even dismissal. If you have concerns or questions regarding academic honesty or plagiarism, you are encouraged to contact a teacher, advisor, or administrator.

**Plagiarism**

Plagiarism is the use of material or ideas of another as one’s own. It may occur in any academic discipline, or in artistic endeavors. Whenever a person copies a portion of or all of someone else’s material or ideas without giving proper credit to the source, that person plagiarizes. Unless specifically authorized by the instructor, relying on the work of others in such activities as homework exercises, tests, or essays is considered to be plagiarism. Most commonly, plagiarism occurs with written material—a student uses the ideas or works of another person in a writing assignment and fails to cite the source. To use the ideas or work of another (as a student often must do) and at the same time avoid plagiarism, the original author must be credited for the concepts that are presented.
Proper credit requires all of the following:

1. Putting the text into quotation marks (or indenting, if it is a longer passage).
2. Citing the source of the passage in a footnote or parenthetical reference.
3. Putting the full citation on a works cited page that credits the original author.
   a. Whenever you quote the language or data of another put the information in quotation marks and identify your source in an appropriate citation in the text or in a footnote.
   b. Whenever you paraphrase someone’s work, you should indicate that you have done so by use of an appropriate citation.
   c. Whenever you use the ideas of another (even if you do not quote or paraphrase), you should also indicate your source by mentioning the source in your text or by a citation. Facts that are relatively commonplace need not be acknowledged.
   d. Homework is subject to the normal expectations regarding academic honesty and plagiarism.

**Cheating**

No form of cheating, (e.g., copying another student’s homework or obtaining online translations), is acceptable at the School. Cheating undermines the integrity of the School’s mission of providing an academically rich environment and deprives students of the opportunity to demonstrate genuine mastery of the curriculum.

The School prohibits the possession of any firearm, imitation firearm, pellet gun, knife, taser or other dangerous weapon, ammunition or fireworks, or setting fires, on campus, on any school-sponsored off-campus trip or excursion, or in any school bus. This policy applies to students, faculty, staff, applicants, alumnæ, parents and anyone else who enters the campus, regardless of whether the individual has a valid permit to carry a firearm.

**Academic Fair Use**

Using portions of lawfully copyrighted works in academic settings, including multimedia projects, is allowed and lawful as long as they are documented with proper credit and citations. You may retain this material within your personal portfolios (online or printed) as examples of your academic work. If the work is a computer media project, you must include on the opening screen a note stating that it has been prepared under the “fair use” exemption of the U.S. Copyright law.

You need not write to obtain permission for use of copyrighted work if your presentation falls within specific multimedia fair use guidelines. These fair use rules do not apply the moment a work is disseminated outside of the classroom, as on an external web page.

If you posted copyrighted material on Cary Academy’s World Wide Web connection, which constitutes a broader dissemination of the material (whether or not it is meant to be a commercial product) you must either obtain permissions for all copyrighted portions or eliminate those for
which you do not have permission.

For further information regarding copyright, please refer to the Cary Academy Library’s resources found at web1.caryacademy.org/library/copyright.

**Use of Electronic Devices**

Access to unauthorized information, whether obtained via computer, cell phone, or other electronic method is prohibited and may constitute cheating. In an academic situation, students should not access programs or information unless given permission to do so by the teacher. Teachers may randomly inspect all electronic devices for unauthorized programs and/or stored material.

**Computers and Software**

Because copyright laws protect computer software, it is important to abide by the software licenses (which are distributed with each copy of the software) of the computer software companies. The copyright laws protect the authors of the programs from having their materials distributed without compensation. Most software programs will display a copyright notice. This means that you may not copy the program without permission. Software programs that are checked out of the library or borrowed from the school may not be copied on to your home computer and left resident there after the program is returned to the school. This is a theft and a violation of the copyright laws. If you have concerns or questions about unauthorized use of a computer program, you are encouraged to contact a teacher, advisor, or administrator.

**Gaming and Headphones**

Unless directed by a faculty/staff member, gaming or the use of headphones is not permitted.
Respect for Others

Commitment to Respectful and Healthy Relationships

The School is committed to providing a safe and healthy learning environment for all members of its community. Such an environment precludes behaviors that are disrespectful of, and physically and/or emotionally harmful to, others. All members of the School community play important roles in maintaining these standards and intervening, as appropriate, when they witness behavior that conflicts with community standards.

The School expects all members of the School community to treat others with civility, respect and dignity and to interact (whether in person or electronically) politely and appropriately. Before acting, students should give careful consideration to how their communications – whether through words, appearances, actions or otherwise – may negatively impact others. All students are valued members of the School’s community, which presents unique opportunities to develop lasting partnerships with peers, faculty and staff. The School strives to help students develop such close connections. However, the School expects these relationships to be appropriate and healthy. The School endeavors to promote this through education and intervention.

With these goals and interests in mind, as well as the legal requirements of the State of North Carolina, the School has established policies to help students manage these interpersonal relationships safely and appropriately. The School believes that open communication about these sensitive topics is integral to preventing serious misconduct from occurring and essential to fostering a culture of personal responsibility, mutual accountability and positive peer leadership. Students and parents/guardians are encouraged to communicate with the Head of School, Division Head, Assistant Division Head, Dean of Students, the School Nurse and/or School Counselor with any questions or concerns.

Harassment and Bullying

Cary Academy strives to maintain an environment in which everyone can learn and develop to his or her fullest potential without feeling fear, intimidation or ridicule. Our school community will not tolerate discrimination, harassment or bullying. We will not allow any sort of harassment on the basis of race, color, gender, sexual orientation, appearance, national origin, religion, age, disability, economic class, or personal qualities. Furthermore, all forms of bullying, which include but are not limited to, repeated and deliberate behaviors that harm a student physically or emotionally, are unacceptable. These standards apply regardless of how harassment or bullying takes place, whether in person, in print, or by any electronic or voice communication. The following are some examples of unacceptable behaviors:
1. Suggestive, obscene, or demeaning remarks, jokes, verbal abuse, insults
2. Display of explicit, offensive, or demeaning materials including but not limited to photographs, posters, clothing and all forms of written and electronic communication
3. Physical assault
4. Physical or verbal threats or hazing
5. Unwelcome touching or violation of a comfortable level of personal space
6. Shunning
7. Hurtful name calling, teasing, gossip

If you feel that you or someone you know is a victim of harassment and or bullying, report the situation to your Advisor, School Counselor, or Division Head. Refrain from discussing the complaint with other students in order to maintain the privacy of all involved parties.

**Retaliation**

Retaliation is any form of intimidation, reprisal or harassment directed against a student who reports misconduct (including, but not limited to, bullying, harassment, hazing, sexual assault or sexual harassment), provides information during an investigation, or witnesses and/or has reliable information about such misconduct.

**Sexual Harassment**

Cary Academy strives to maintain an environment where students and employees can study, work, and live free of harassment. In keeping with this standard, sexual harassment is strictly forbidden. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature may constitute sexual harassment.

Examples of sexual harassment include:

1. Sexual comments, jokes, gestures, or rumors
2. Touching, grabbing, or pinching in a sexual way
3. Unwelcome sexual flirtation or propositions
4. Cornering or blocking of a sexual nature
5. Leering at another’s body
6. Display of sexual drawings, photos, or graffiti
7. Personal questions of a sexual nature
8. Inappropriate messages communicated through any media, including a computer network

If you feel that you or someone you know is a victim of sexual harassment, report the situation to your Advisor, School Counselor, or Division Head. Refrain from discussing the complaint with other students in order to maintain the privacy of all involved parties.
Healthy Relationships

Public displays of physical affection beyond a brief hug, kiss or handholding are not permitted. Students are expected to use discretion at school and at all school events.

Language

Profanity and abusive language are not acceptable.

Fighting

Fighting or the encouragement of such behavior is not permitted at Cary Academy. All parties involved in a fight will be held accountable for their actions.

Gambling

Gambling and betting for money or items of value is not allowed on the Cary Academy campus. This includes betting on athletic contests, tournaments, or games. Gambling can be costly to individuals and to the relationships among students.

Property of Others

Respect the property and rights of others. Students should not open another person’s locker, nor should they tamper with items on or in another person’s desk, book bag, purse, or computer.

Stealing

Stealing – the act of taking something that does not belong to you without the permission of the owner – will not be tolerated at Cary Academy. Not turning in “found” items to the Lost and Found is a form of stealing.

If after you have made a thorough search for a lost item and you believe it has been stolen, report this information to the Assistant Division Head. The Assistant Head will record your report and determine what follow up is necessary.

Search and Seizure

Lockers are the property of the School. Students exercise control over their locker from other students, but not from the School and its officials. As a result, the Head of School and his designees, as well as law enforcement officials, have the right to search lockers to ensure School safety and the students’ welfare, including, without limitation, to determine if students are harboring stolen property, weapons, or illegal or dangerous substances, and School and law enforcement officials have the right to seize such items or other items that jeopardize the safety of the students or the building or constitute health hazards. The school may also search students’ backpacks, purses, mobile devices, personal computers and vehicles if the School suspects a student may be violating the law or breaking a School rule.
Noise

Be aware of classes in session and do not be disruptive or loud. Talking is discouraged in the library. If you must communicate with another person, do so in a whisper.

Audience Behavior

When entering the theatre while it is in use, you should stop talking before you enter. During assemblies and performances students are expected to conduct themselves in an orderly manner and to observe the rules of politeness toward the speaker or performer and other audience members. Students must sit attentively and may not do school work during assemblies.

School Dance Expectations

Students are limited to designated areas throughout the event. Students who leave the dance will not be readmitted. Clothing may not be revealing or display derogatory or offensive statements/images. Students dancing provocatively will be asked to stop or leave the dance. Only currently enrolled Cary Academy middle school students are permitted to attend school dances. Students who miss more than three hours of school without prior approval will not be allowed to attend the dance that evening.

Dining Hall Expectations

Cary Academy takes pride in the community atmosphere of its Dining Hall. In order to promote this environment, students are expected to cooperate with the requests of adults and follow the procedures for clearing and cleaning the dining room. Students should be mindful of costs and waste when taking food. They should take only what they will eat. All Middle School students should listen respectfully to the announcements made during lunch.

Sports Ethics

Students, parents, and teachers are encouraged to attend school athletic contests and support Cary Academy teams. Students, players and spectators alike, are expected to support the following expectations:

1. Play your best—but always by the rules.
2. Accept the decisions of officials. Occasional upsetting decisions are part of the game.
3. Sports are meant to be fun, so have fun! Be cheerful and enthusiastic. Praise the good play of opponents whenever you can.
4. Never make excuses—they only add to the hurt of a loss and earn you no respect. A player or spectator who holds his/her head high after defeat is a winner.
5. Cheer for your own side and never jeer opponents. Jeering (booing) is unsportsmanlike conduct at its worst.
Prohibited Items

Drugs and Alcohol
The possession, distribution, or use of alcoholic beverages and/or illegal substances on school property, at school sponsored events, away games, or on school trips and exchanges is prohibited. Inappropriate use of prescription medication or any mood-altering substances is also prohibited. Students under the influence of alcohol or illegal substances may face the same consequences as students in possession of these materials.

The administration shall investigate any allegations of alcohol or drug-related activity by any student and will take disciplinary action, which may include suspension or expulsion. If a student or a family member recognizes an ongoing problem with alcohol or drugs before this problem has been reported as a disciplinary referral, meets with a school counselor, volunteers to undergo professional evaluation by an agency approved by the administration and undergoes treatment if recommended by such agency, Cary Academy will do all that is reasonable and appropriate to help such student.

Tobacco Products
Cary Academy is a tobacco-free campus and as such prohibits the use or distribution of all tobacco products by employees, students, and visitors. Possession or use of these products by a student will result in a disciplinary response.

Weapons
The possession of weapons, imitation weapons, fireworks/explosives of any kind, or objects, tools, or devices that may be used as weapons, is prohibited on campus and at any school-related activity, whether or not the activity is on campus.

Personal Items
Personal items can create a nuisance or an undue distraction. Items such as laser pens and skateboards are not permitted at school. Students who have questions concerning what types of personal items are permitted on campus should ask the Middle School office for clarification before bringing questionable items onto the campus. All personal items should be marked clearly with a student’s name.

Students should not bring excessive amounts of cash or valuable jewelry to school. Cary Academy does not assume responsibility for lost or stolen items.

Cell Phones/Electronic Devices
Cell phones and cameras may only be used outside the hours of the school day (before 7:30 a.m. and after 3:15 p.m.) unless for a specified learning purpose. Cell phones must be on 'silent mode'
at all times inside all buildings. **During school hours cell phones must be stored in the students’ lockers.**

### Dress Code

**Objectives**

Appropriate dress for students allows for individual expression and maintains standards for cleanliness, neatness, and modesty. Student dress and personal appearance reflect and influence attitudes affecting academic performance, behavior, and respect for self, others. Clothes need not be new or expensive, but neatness and cleanliness are important. The school depends upon the cooperation of the entire school community in adhering to the spirit of this code which includes:

- Ensuring that a student’s appearance is not a distraction to the learning environment.
- Creating an atmosphere that complements serious academic pursuits.
- Helping students distinguish between dress for school and dress for more casual activities.

Cary Academy expects students to be well groomed and appropriately dressed while on campus and when off campus representing the school. At times students will be asked to dress formally (e.g., dresses, jackets and ties).

**Guidelines**

- Pants, jeans, and shorts must be hemmed and worn at waist level and off the floor.
- Dresses, skirts, and shorts must be 4 inches above the knee or longer.
- Tops must be long enough so that when arms are raised above the head, the midriff is covered.
- Tops must have straps that are at least 1 inch wide.
- Athletic wear such as gym/running shorts and baggy sweatpants is not permitted.
- Visible undergarments of any type when standing or sitting are not permitted.
- Headgear including hats, hoodies, caps and sunglasses are not allowed indoors unless permitted for religious or medical reasons.
- Jewelry and accessories should not interfere with PE, lab, and other class activities.
- The adornment of body piercing is not permitted unless for religious reasons.
- Clothing with holes or tears or with derogatory, offensive, or suggestive writing or graphics, as well as the advertising of substances such as tobacco, alcohol, drugs, etc. is not permitted.
- Shoes must be safe and suitable for school. Flip-flops, shower shoes and excessively high heels (over 2 1/2 inches) are not permitted. Shoelaces must be tied.
Home Game Attire
Team members may wear a part of their Cary Academy uniform and or their Cary Academy warm-up. The uniform must be worn in a manner consistent with the daily dress code.

Away Game Attire
Coaches will determine away game attire. To preserve academic time, coaches may instruct team members to change at lunch and wear their uniform/warm-up to their afternoon classes.

Dress Down Day Attire
On special occasions throughout the year, we relax the dress code to allow students to wear hats and athletic attire (pajamas, jerseys, gym shorts, and sweatpants). In addition, Middle School students may wear flip-flops and may wear their shirts un-tucked, but clothing may not be revealing. All other aspects of the dress code remain in effect.

Campus Policies

Campus Care
Cary Academy emphasizes student pride and student participation in a well-kept, attractive campus. Intentional or careless abuse of property is not allowed. Students will be asked to clean up and in some cases to pay for items defaced, damaged, or destroyed. During breaks and lunch, food and drinks may be consumed in the student lounge, dining hall, outdoors, and in rooms where a teacher is present and has given approval.

Pets on Campus
As a safety and cleanliness precaution, pets are not allowed on campus at any time.

Posters and Publications
All student publications, posters, flyers, written or electronic materials to be distributed or posted must be approved by the club advisor. If there is no advisor associated with the publication, approval must be obtained from the Assistant Head of Middle School.

Gum Chewing
Students are not allowed to chew gum in campus buildings.

Lockers
Every student in the Middle School is assigned a locker. The locker areas are to be kept clean and clear of books and other personal belongings. Indecent or suggestive pictures and writing of any type is not permitted on the outside and inside of lockers. At the discretion of a Division Head, the school reserves the right to open and inspect student lockers.
Recycling on Campus

Receptacles for plastic, aluminum, and paper are located throughout the campus. Used batteries may be turned into the office for proper disposal.

TECHNOLOGY

Responsible Use Guidelines for Students

Cary Academy believes that innovation and the use of emerging technologies are an integral part of education. Accordingly, Cary Academy provides each student with a Tablet PC and access to other technology resources. Cary Academy expects students to use these resources responsibly.

The following guidelines are intended to aid students in determining what is and is not a responsible use and to help students to be good digital citizens. Any questions about the application of these guidelines should be directed to the Director of Technology and Innovation.

Students will:

- Apply the Student Code of Conduct to all uses of technology.
- Use computers, software, and other information resources to support learning, complete School assignments, and gain a better understanding of information technologies and their applications.
- Use technology to collaborate with students and faculty in academic and extracurricular School functions.
- Use the Internet to perform research related to academic and extracurricular School functions, and to communicate with scholars, students, and specialists outside of campus to improve knowledge and advance academic work.
- Represent their own views, and not those of others, in any form of electronic communication.
- Protect loaned equipment from damage or theft.
- Respect that network bandwidth, server disk space, and printer paper and toner are shared and limited resources.
- Limit recreational use of computers during school hours.
- Seek permission to record or photograph classroom presentations.
- Make every effort to keep their computers free from viruses and other destructive materials.
- Have their tablets at school in good working order with a stylus.
- Back up their computer files and, if needed, come to the technology helpdesk for assistance.
• Install additional licensed/appropriate software on tablet computers only if the software does not interfere with settings and programs required for academic use.

Cary Academy Acceptable Use Policy

How we use technology is an extension of how we wish to be treated and how we wish to treat each other in our community. Overall, students should treat the school, the people, and our network with respect. The Cary Academy community holds the values of honesty and respect for others in high regard, and these values extend not only to our day-to-day, face-to-face interactions with other community members, but also to how we behave when we interact with others online, through the use of social media or electronic devices.

The purpose of this Acceptable Use Policy (AUP) is to outline the expectations of our community members when it comes to the use of computers and other electronic devices, the school’s computer network, and access to the Internet, both on campus and outside of the school's physical network. Whether physically on campus or off campus, whether during the school day or at night, on vacation or at any other time while enrolled at the School, whether linked to the school’s network from in school or from a remote location or not at all, or using a personal or computer or communication device on or off campus, students are expected to comply with this AUP and any other applicable policies and procedures as long as they are enrolled at the school, as set forth in this handbook and as further described below.

Access to Cary Academy's network and related technical support and services is provided to students primarily for educational purposes, though the school understands that limited use of the school’s technology resources for recreational activity may be appropriate. Students using these services agree, by virtue of using the services, to abide by the guidelines outlined in this AUP, and to any applicable policies and procedures outlined in this Handbook. In general, proper use of the school’s network and related technical support and services supports the goals of our academic community, protects our community members, and helps to ensure that the school and its students comply with all federal, state, and local laws.

While Cary Academy respects the privacy of our community members, it is important to understand that network and technical support and services used by the community fall under the school’s purview and are the property of the school. As a result, the school may access or monitor all network activity and content (including email). The school also may confiscate both school-issued and personal devices or otherwise restrict or revoke a student’s technology privileges if there is reasonable suspicion (as determined by the school in its sole discretion) that the device has been used in violation of this AUP. Students who violate the provisions of this AUP may be subject to discipline through the Middle School Office.

This AUP describes behavioral expectations for students with regard to the use of technology, and is grounded in the tenets of respect for privacy, ownership, and copyright; respect for resources and for others; and respect for self and community.
The secure, lawful and respectful use of Cary Academy network resources is a high priority. To protect users from unwanted contact or harassment, Cary Academy community members are instructed not to give out to anyone any personal information pertaining to themselves or others. Computer account passwords are confidential; providing a username and password to other persons, thereby allowing them to access the Cary Academy network, is prohibited. Use of another person’s identity, account, username or password or otherwise gaining unauthorized access to computing or network resources is also prohibited. Students are not permitted to allow other students or friends to use their School-issued tablet computers.

The network is a free and open forum for expression. Considerate and respectful disagreement is welcome. Harassing, insulting or attacking others is not allowed. Offensive speech is disrespectful of the rights of others; be polite.

In providing this service to the Cary Academy community, the School is aware that there are some areas on the Internet that have objectionable material. Accessing or downloading this material is prohibited. Creating, viewing or transferring defamatory, demeaning, inaccurate, abusive, obscene, profane, sexually explicit, threatening, racially offensive, or illegal material on the network is also prohibited.

Passwords are provided for some of the online research resources (e.g., GaleNet or eLibrary) so that Cary Academy community members may access these externally. To access these resources using these IDs and passwords, an individual must be currently enrolled or employed at Cary Academy or be a parent of a currently enrolled student at Cary Academy. Distribution of this information to persons not currently enrolled or employed at Cary Academy or not a parent at Cary Academy is not allowed.

The audio or video recording of conversations or other activities without the permission of the participants is prohibited.

Impersonation and anonymity are not permitted. Users must take responsibility for their actions and words. Impersonation of an adult, employee, or a student in any setting, including online, is not permitted.

It is important that all computers on campus remain consistent and stable. Computer settings should not be changed nor should any software be added that would interfere with normal computer operation or disrupt CA network services.

Users are expected to adhere to copyright laws. Transfer or use of copyrighted material without the express consent of the owner of the copyright is a violation of federal law.

Deliberately or inadvertently spreading computer viruses is harmful to the network and is considered vandalism.

School-provided storage is limited to school-related files only; students are encouraged to delete any inactive files that they might have stored.
It is not permissible to copy Cary Academy School software to other computers. Copying School-owned software programs is considered theft.

The installation and/or use of any Internet-based file sharing programs is explicitly prohibited. File-sharing programs are generally designed to facilitate the illegal sharing of copyrighted material.

Using Cary Academy’s computers or networks for commercial purposes is not allowed.

Users may not gain unauthorized access to network resources that are not intended for their use nor may they access, or attempt to access, the accounts or files of others.

Cary Academy e-mail distribution lists are for School business only, never for commercial or personal purposes and never for solicitations.

Students should never give out their name, address, phone numbers, and School name to people that they meet on-line.

Never share a password with friends or anybody.

Realize that a person on the other end of an online chat may be very different than who he/she claims to be.

**Guidelines for Using School Technology Resources**

Cary Academy provides a broad range of technology resources to students, employees and parents for the purposes of authorized academic, instructional, administrative and personal use. The term “technology resources” refer to all items owned or leased by Cary Academy, including desktop and portable computers; printers, scanners and other peripheral devices; servers; network and local storage; Internet services; and all other technology-related equipment and services. As members of the Cary Academy community, students, parents and employees are expected to be responsible in their use of these resources in accordance with the guidelines outlined by the School. These guidelines apply to any use of Cary Academy technology resources, whether this use occurs on campus or off.

Cary Academy believes that innovation and the use of emerging technologies are an integral part of education. Accordingly, Cary Academy provides each student with a Tablet PC and access to other technology resources. Cary Academy expects students to use these resources responsibly. The tablets are owned by the School, but students will be able to take them home during the school year and vacations for their academic and personal use. Operating,
educational, and office software will be installed on each computer, and students may add software and peripheral devices, provided that these are licensed, do not interfere with the Cary Academy network, and meet Cary Academy's guidelines for student conduct and respect. If students are uncertain about the appropriateness of any software or peripheral devices they wish to install, they should first consult with the Information Services Helpdesk.

Guidelines are provided with the intention to aid students in determining what is and is not a responsible use and to help students to be good digital citizens. We recommend that students review the details of our guidelines and policies. Any questions about the application of these guidelines should be directed to the Director of Information Services.

For the Tablet PC program to be a success at Cary Academy, we all need to be conscientious of our surroundings. If a student sees an "unattended" Tablet PC, the student should take it into the MS or US Office or to one of the IS Helpdesks. Avoid rough-housing in the hallways, as this may lead to someone's Tablet PC being damaged.

Although the Tablet PC is owned by Cary Academy, it is the student’s responsibility.

- Please treat it with great care.
- Follow the Acceptable Use Policy at all times and in all locations.
- Remember that students are not to lend their Tablet PC to anyone.
- Back up data. All work should be saved to the Cloud.
- At times it will be necessary for the IS Department to send announcements to all Tablet users.
- Keep up to date with all e-mails from the IS Department.

What if something goes wrong?

When there appears to be a physical/hardware issue with a student’s Tablet PC, the student should not try to fix it. Instead the student should take it to the helpdesk as soon as possible.

If a student is having software issues, the student may try to fix them, but the student should not spend considerable time with it. Instead, the student should take the Tablet PC to the helpdesk as soon as possible.

When necessary, a student should plan to visit the helpdesk before school, during break, or after school. Being at the helpdesk is not an excuse for being late to class. The helpdesk is located on the second floor of the Middle School, the second floor of the Upper School and the first floor of the Administration Building. If a student has any questions, he/she should ask for help.
General Care

- Each Tablet PC has several identifying decals. Under no circumstance may students modify or destroy these labels. In addition, students are not to “decorate” their Tablet PC in any manner, e.g., stickers, markers, and paint.
- Under no circumstances are students to open the Tablet PC housing, doing so will render the warranty void.
- A lost stylus will cost $30 or more to replace.
- Liquids and other debris can damage the Tablet PC. As such students should avoid eating or drinking while using the computer.

Carrying the Computer

Always close the lid before moving. Close the lid with the screen inward. Students should never transport a Tablet PC in laptop mode, i.e., with the lid up. Be sure that there is nothing trapped between the screen and the display.

Closing the lid sends the Tablet into standby. To prevent permanent damage to the hard drive, students should wait for the system to enter standby before moving it.

For prolonged periods of inactivity, students may want to hibernate or shut down completely before closing the lid. This will help to conserve the battery.

Taking Care of the Screen

Take particular caution with the screen. The screens are very susceptible to damage from excessive pressure. In particular, avoid grasping the Tablet by the screen with any force. Be certain to only use approved styluses on the screen.

Students may clean the screen as they would a camera lens or a good pair of glasses. In particular, students may use anti-static cloths or lens cleaners designed specifically for camera lenses and glasses often sold as moist towelettes.

Maintaining the Battery

Students are expected to come to school with a fully charged battery. Each night when students go to sleep, so does the Tablet. Students should plug it in for a good night’s rest.

When students plug their Tablet PCs in at school, they should be mindful not to cause a tripping hazard.

Once a month it is a good idea to allow the battery to completely drain. For specific details, consult the Technology web page.
Daily Logistics

- Students are to bring their Tablet PCs with styluses to school every day.
- Students are to take their Tablet PCs home every night.
- Tablet PCs are not permitted in the dining hall during lunch.

When the computer is not in the student’s immediate vicinity, it should be secured in the student’s locker, locked in a classroom with the teacher’s permission, or locked in the student’s PE locker.

During after-school activities, students are still expected to maintain the security of their Tablets. When possible, students should lock their Tablets in their PE locker, or place them in a locked school van, or in a locked car, out of sight.

Students should avoid using a Tablet PC in areas which may lead to damage or theft. Students should not use a Tablet PC around sporting activities where it might be knocked over. Students should never leave a Tablet in a public space, especially after school.

Tablet PCs are not allowed on overnight trips or field trips without the express written approval of the lead chaperone.

E-mail

CA students, parents, faculty, and staff all have individual e-mail addresses that are published in the directory. Staff e-mail addresses and phone numbers are also posted on our website.

Social Networking and Online Communications

Cary Academy recognizes that Social Networking sites (e.g., Facebook, Twitter, Snapchat) and file sharing sites (e.g., YouTube, Flic) are an integral part of today’s society. Because of the public nature of these tools, students need to be aware of the risks, responsibility and accountability one assumes when participating in these sites. Students should realize that their names, images, videos and sites would inevitably be linked to Cary Academy. Content posted to these sites can have an impact on our learning community, and thus items posted on the Internet are subject to the expectations of the Student Code of Conduct expressed in this Handbook. As many of these sites have explicit terms of service governing the ownership and use of published content, students must have no expectation of privacy.

Enforcement of the Rules

Cary Academy teachers will deal with most infractions of the rules as they occur; they have the primary responsibility to enforce the discipline system in the classrooms and on the Cary
Academy campus in order to ensure that an environment conducive and supportive of learning is maintained. The Division Head or Assistant Division Head will become involved in the disciplinary process when attempts by teachers do not elicit proper behavioral changes or in the case of major rules violations. A discipline referral (purple slip) will be used to document all violations of school rules and policies.

**Parent Involvement**

Disciplinary matters and student issues are handled directly by teachers, administrators, and appropriate staff. If a student is having an issue with another student, parents should not attempt to deal with the other student directly about that matter. Doing so may put a student in an intimidating situation and is best resolved, when appropriate, through a School administrator. Please speak to the appropriate School administrator for guidance with respect to any questions about contacting another student or parent about a School-related matter.

**Definitions and School Policies**

In accordance with the School’s mission, values and standards of conduct, the School has, at times, supplemented and/or provided broader protections against bullying, harassment, and other inappropriate conduct than may be required under applicable laws. In essence, the School’s standards may be stricter than the law, and the School may impose discipline accordingly. The School’s efforts to enhance its protection of students in no way expand an individual’s rights under the law and other applicable laws may supersede this policy. Further, the School may modify and amplify the standards set forth above and use its discretion in the interpretative enforcement of all ideals and standards of conduct.

**Detention**

Students may be required to serve detention for infractions of school policies and behavior considered inappropriate by faculty and/or staff- (ex. tardiness, dress code violations, excessive talking, horseplay, or missing or incomplete homework). Middle School detention is held immediately after school or during lunch. Students are expected to arrive promptly and to work quietly under the supervision of a faculty member. Detention takes precedence over extracurricular activities at the discretion of middle school administration. When serving a detention for behavioral reasons, the student can expect to stay until 4:15 p.m. to perform appropriate work under the supervision of a faculty or staff member.

**Suspension**

Serious discipline infractions or repeated violations of behavioral guidelines may result in a student serving a suspension. Suspension is a disciplinary measure that isolates the student from the school community and may be assigned to be served at school or at home. During this period,
the student is not allowed to participate or be a spectator in the academic or extracurricular life of the school. Suspended students are responsible for all schoolwork assigned while they are away and for getting those assignments on their own. The faculty is not required to give extra help or attention to those students who have been suspended. Note that this does not mean that an academic penalty automatically applies to the work a student misses as a result of the suspension; the work that a student completes while on suspension will still be assessed on its own merit. Students who are suspended twice during an academic calendar year should expect to be dismissed from Cary Academy.

**Dismissal and Denial of Re-enrollment**

Serious offenses can result in dismissal or denial of re-enrollment for the coming year. Students may be dismissed for violating serious school rules such as, but not limited to, drug and alcohol possession, distribution, or use, harassment, academic dishonesty, weapons possession, stealing, and vandalism. In addition a student may be dismissed for conduct deemed detrimental to the interests of a safe and secure school community. The decision to dismiss a student rests with the Head of School upon advice from the Division Head. The Board of Directors does not involve itself with disciplinary matters and directs that any appeal be made to the Head of School. A dismissed student may or may not be permitted to apply for readmission at a later date.

**Enrollment Contracts**

Enrollment contracts are typically sent to families each spring. Students may not attend classes unless a properly executed enrollment contract is submitted to the School in a timely manner. Enrollment contracts will be sent to returning students only if all financial obligations are current and the School is generally satisfied with the student’s academic performance or behavior. Please see the Re-Enrollment Policy for additional information.

No student will be permitted to begin School in August unless the tuition has been paid in full or a family is participating in one of the payment plans and is current with payment. The School does recognize that families may experience extenuating financial circumstances. While the School is willing to work with families in these instances, all accommodating payment plans must be approved in writing by the Head of School and payments must be received on a regular basis.