

**CHRISTIAN ACADEMY OF MYRTLE BEACH**  
**Family Handbook 2011-2012**

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Christian Academy of Myrtle Beach is accredited by the Association of Christian Schools International (ACSI), the Southern Association of Colleges and Schools (SACS) and the South Carolina Independent School Association (SCISA).

Principal: Marty Williams

Administrator: Nancy Henry

Office Manager: Kristi Gallimore

Development Director: Kristin Bowers

High School Lead Teacher: Scarlet Fowler

School Nurse: Kelly Jordan

## **Mission Statement of Christian Academy**

***The mission of Christian Academy is “to provide academic excellence in a Christ-centered environment.”***

The school views itself as one of three major forces in the life of each child: the home, the school, and the church. The school intends to be an extension of the home, and therefore, a responsive listener to the home. It also intends to be cooperative with the churches represented among the student body. The school is committed to a program of excellence which strives for the best instruction, through use of the best materials, in facilities of the highest quality.

### **Academic Goals**

1. Enable students to develop creative thinking and critical thinking skills in academic subjects using the Bible as their standard of truth.
2. Assist families in preparing their children for future education.
3. Recognize and develop the individual personality, intellectual abilities, and unique gifts and talents of each student.
4. Help each student use appropriate effort to reach his or her full academic maximum.
5. Teach students to develop and apply effective study skills and motivate them to pursue independent study in areas of personal interest.
6. Help each student gain a command of the fundamental processes used in communicating and dealing with others through subjects such as reading, writing, speaking, listening, mathematics and character building.
7. Enable students to learn, show an understanding of, and apply ideas and skills in science, social studies, history, fine arts, computer science, foreign language, and personal money management.
8. Teach students to reason logically.
9. Promote in each student responsible citizenship through the development of understanding and appreciation of our Christian heritage, our American Republic and our Western culture.
10. Provide adequate facilities, equipment, and materials for the educational process while avoiding unnecessary expenditures or any unsound financial practice.
11. Teach students the foundational issues and beliefs of the different world views present in our Western civilization.
12. Help each student develop his or her skills in analysis, synthesis, interpretation, and application to encourage intellectual growth and reflect in their daily lives a Biblical world and life view.
13. Promote an appreciation for our free enterprise system of government, respect for the property of others, the work ethic and honest business practices.

14. Instill in each student patriotism and respect for the freedoms we have, and challenge him or her to seek out his/her role in preserving these freedoms.

### **Emotional and Social Goals**

1. Help each student realize that he or she is a unique individual created in the image of God.
2. Help each student develop a sense of competence, self-esteem, and a positive attitude toward the opportunity and privilege of learning.
3. Help each student realize there are consequences for actions.
4. Help children to have an eternal perspective in their approach to decision making.
5. Promote an understanding of time and the effective use of it.
6. Teach students to treat others with love and respect, recognizing each child's unique heritage.
7. Help each student understand that he or she is God's representative and has the ability and responsibility to respond in a Biblical way to situations and circumstances.
8. Impart Biblical attitudes in students toward material things.
9. Help students become competent leaders.
10. Offer the students opportunities to develop positive social skills and healthy friendships, learning to resolve disagreements in Biblical ways.
11. Instill in each student respect for the authority of the parents, school, and government.
12. Encourage and provide opportunities for community service.

### **Spiritual and Moral Goals**

1. Teach the Bible as God's inspired Word.
2. Teach the basic doctrines of the Bible along with its principles and precepts.
3. Help students develop an awareness of God's love and grace as revealed through Jesus Christ.
4. Help students develop a desire to know and obey God's will.
5. Help each student acquire a sense of values and virtues such as honesty, compassion, self-discipline, courage, responsibility, respect for authority, loyalty, perseverance, hard work, courtesy, fidelity, persistence, and commitment.

## **Physical Goals**

1. Develop sports programs to help each student acquire physical skills.
2. Promote physical fitness and good health habits.
3. Help develop in each student an attitude of self-control, cooperation, and fair play.

## **Responsibility of School to Home**

1. School Board members, teachers, and administration shall lead Biblical lifestyles and interact with each student and parent using Biblical principles and established school policies.
2. Help the parents understand the school's purpose and program.
3. Aid parents by becoming partners with them in the God-given task of educating their children.
4. Closely cooperate with the parents in every phase of the students' development, especially as it relates to the school program.
5. Help parents keep up with the changing culture and its effects on the home, recognizing the implications for their children.

## **Responsibility of Home to School**

1. To reinforce and support the values of the school and the efforts of the teachers, staff, and administration in the education process.
2. To take an active part in the total education program of the school: volunteer opportunities, parent-teacher conferences, financial support, Parent Teacher Fellowship, prayer groups, etc.
3. To communicate concerns, should they arise, in a timely manner to the appropriate party. (Matthew 18 Principle).

## **Use of Goals**

The goals of Christian Academy will be used to guide the school's administrators in their decisions regarding recruitment, retention and development of teachers and students, and in the preservation of the spiritual, academic, emotional, and physical ministry of the school.

## **Christian School Philosophy**

1. God is the Creator and Sustainer of all things, and the Source of all truth.
2. God has revealed Himself in a general way in His world and universe and in a specific way in the Bible.
3. The Holy Scriptures, the Old and New Testaments, are the inspired Word of God, the only infallible rule for faith and practice. All learning must be in conformity to the Word and will of God.

4. Because of man's sin, he is alienated from his Creator and from one another. Sin distorts his view of the true meaning and purpose of life, misdirects human culture, and also corrupts the education of children.
5. Through Jesus Christ, our Savior, there is renewal of our educational enterprise. Only through faith in the living Christ and regeneration of the Holy Spirit are we guided into the truth and re-committed to our original calling.
6. Because glorification of God is the purpose of human life and therefore of education, and because God is the source of all truth and goodness, a chief part of education is to help young people learn the true wisdom of integrating all knowledge with a distinctly Christian philosophy of life.
7. Consequently, in a school that seeks to provide a Christian education, it is not sufficient that the teachings of Christianity be a separate subject in the curriculum, but the Word of God must be an all-pervading force in the educational program.
8. Committed to the belief that the responsibility of educating and the nurturing the child rests with the parents, Christian Academy also recognizes the necessity for the church and the school to work together with the family to provide a consistent Christian world and life view.
9. In contrast to secular humanism, we believe that man as a special creation was made in the image of God and is of infinite value and worth to God. Only as the total of all learning is seen in the light of God's Word will the student be able to differentiate the truth from error. With the aid of Christian teachers and the examples of their lives, we believe these goals can be realized as well as Christian Academy's additional mission of academic excellence.
10. The pursuit of Christian wisdom in this school is positive and celebrational, emphasizing that the earth is the Lord's and therefore His people's for stewardship and enjoyment.

### **Statement of Faith**

1. The Bible is the fully inspired Word of God, the written record of His supernatural revelation of Himself to men, without error in the original, absolute in its authority, our only infallible rule for life (II Tim. 3:15-17; II Peter 1:21).
2. There is only one true God, eternally existing in three persons—the Father, the Son, and the Holy Spirit.
3. All people in their natural state are lost, alienated from God, spiritually dead in sin (Rom. 3:23).
4. Salvation is only by grace, the free gift of God, through faith in the Lord Jesus Christ, who died for our sins according to the Scriptures (I Cor. 15:3). Based upon Christ's atoning and finished work on the cross, those who receive Christ by faith have their sins forgiven (Eph. 1:7), their hearts cleansed (Acts 15:9) are born of the Spirit, become children of God (John 1:12-13), and are made new creations in Christ (II Cor. 5:17).
5. Jesus Christ is fully man and fully God. Although eternally existing, He was incarnate in the flesh, born of a virgin, lived a sinless life upon earth and died a vicarious and atoning death on the cross for our sins. He was raised from the dead, victorious over death (John 20:25-27). He ascended to the right hand of the Father in heaven. The bodies of all believers who die will be raised at the

Last Day to receive incorruptible bodies like unto His glorious body (I Cor. 15:53).

6. Believers born of the Spirit are to live in the new life and present power of the Holy Spirit (Gal. 5:16-25).
7. Christian living includes the worship of God, service to our fellowmen, personal witness to the uncommitted, and the preaching of the Gospel to the uttermost parts of the earth. "The Great Commandment" (Matt. 22:37-39) and "The Great Commission" (Matt. 28:19-20) are to be the Christian's pattern for obedience under the Lordship of Christ.
8. Jesus Christ will come again on earth the second time (Heb. 9:28), personally (Acts 1:11; I Thes. 4:16), bodily (Acts 1:11; Col. 2:9), and visibly (Matt. 26:64; Rev. 1:7) to climax history, to judge the nations and to bring in His eternal kingdom.

### **Use of Statement of Faith**

The Statement of Faith shall be given to every person prior to their being offered employment at Christian Academy. Persons shall only be employed at Christian Academy if they are in complete agreement with the Statement of Faith.

### **Core Values**

- 1) *Christian Education*-CHRISTIAN ACADEMY values a comprehensive curriculum that is fused with a biblical worldview whereby students study the world from a Christ-centered perspective, fostering enduring wisdom, discipline and faith.
- 2) *Christian Leadership*-CHRISTIAN ACADEMY values school administrators and faculty who model and inspire excellence through their Christ-like example, intellectual curiosity, lifelong learning and disciplined leadership.
- 3) *Christian Diversity*-CHRISTIAN ACADEMY values being an independent, interdenominational Christian school that is available to families regardless of their race, denomination, ethnicity or socio-economic status.
- 4) *Christian Maturity*-CHRISTIAN ACADEMY values a maturing faith in Jesus Christ, developing spiritual disciplines that include prayer, Bible study, worship, evangelism and service.
- 5) *Christian Family Culture*-CHRISTIAN ACADEMY values a family culture that encourages everyone to identify and use their God-given gifts to the best of their ability, helping them grow to their full potential.
- 6) *Christian Partnerships*-CHRISTIAN ACADEMY values the biblical responsibility entrusted to the parent to educate their child and holds in trust the partnership between families, churches, and the community in the educational process.
- 7) *Maximum Learning Opportunities*-CHRISTIAN ACADEMY values policies and procedures that promote the best atmosphere for scholarly learning, including class size, class schedule, after-school activities, homework and tutoring.
- 8) *Focus on Learning*-CHRISTIAN ACADEMY values high expectations for student learning with visible and continuous efforts to measure and improve, enabling them to attend any college of their choice.

9) *Safe and Orderly Environment*-CHRISTIAN ACADEMY values a discipline program that treats all students as God's children and teaches and expects behavior that is proper for ladies and gentlemen of honor.

10) *Quality People*-CHRISTIAN ACADEMY values an exceptional professional staff that is called, compensated, educated, committed and equipped to be rated among the best.

11) *Quality Curriculum*-CHRISTIAN ACADEMY values an educational program where students are encouraged to develop all of their abilities-intellectual, artistic, athletic, spiritual-using the best strategies, tools and technology available.

12) *Quality Facilities*-CHRISTIAN ACADEMY values the development and responsible maintenance of facilities that support and reflect the school's vision and mission.

13) *Christian Stewardship*-CHRISTIAN ACADEMY values responsible corporate leadership that consistently provides a valuable education, offering a return on investment that meets or exceeds the expectations of its stakeholders.

### **Ideal Graduate Profile**

1. CHRISTIAN ACADEMY graduate is a committed Christ-like servant and leader in his or her family, church, community, college and adult life able to define, enhance and articulate his or her faith.

2. CHRISTIAN ACADEMY graduate has a Christian worldview and understands his or her responsibility to lead a life that reflects Christian values and principles.

3. CHRISTIAN ACADEMY graduate is equipped to deal with real-life situations as a person of faith, character and integrity demonstrating Christ-like love for everyone.

4. CHRISTIAN ACADEMY graduate is prepared for higher education with a strong academic and spiritual foundation enabling them to compete at the college or university of their choosing.

5. CHRISTIAN ACADEMY graduate is knowledgeable in the use of technology exhibiting superior skills in its applications.

6. CHRISTIAN ACADEMY graduate is an effective verbal and written communicator applying critical thinking skills, and thoughtful problem solving in a confident, persuasive and respectful manner.

7. CHRISTIAN ACADEMY graduate has identified and developed his or her intellectual, artistic, athletic gifts from God and is prepared to use them to His glory.

8. CHRISTIAN ACADEMY graduate has a thorough knowledge and understanding of the Bible, submits to accountability with fellow believers, and is able to apply its absolute truth in everyday life.

9. CHRISTIAN ACADEMY graduate demonstrates effective study skills and is motivated to pursue independent study in areas of personal interest.

10. CHRISTIAN ACADEMY graduate has an understanding of and is able to apply ideas and skills in science, social studies, history, fine arts, foreign language and personal money management.

11. CHRISTIAN ACADEMY graduate is a responsible and patriotic citizen who understands and appreciates our Christian heritage, American Republic and Western culture.

12. CHRISTIAN ACADEMY graduate is committed to the lifelong pursuit of wisdom and knowledge, and exhibits the confidence, commitment and skills required for such.

### **Notice of Nondiscrimination**

Christian Academy admits students of any gender, race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to all students of the school.

### **SCHOOL VERSE: COLOSSIANS 3:17**

The school verse is Colossians 3:17 “And whatever you do whether in word or in deed, do it all in the name of the Lord Jesus, giving thanks to God the Father through Him.” (NIV)

### **2011-2012 SCHOOL YEAR THEME VERSE**

**Mark 12:30**

*Love the Lord your God with all your heart and with all your soul and with all your mind and with all your strength.*

### **PARENT OPPORTUNITIES**

#### **Parent Teacher Fellowship (PTF)**

The PTF is a service organization of parents and faculty who plan activities and fund raisers to support the various activities of the school. In addition, special parent programs are coordinated to enrich and encourage positive parenting with a Biblical emphasis. PTF will have regular meetings scheduled throughout the year. Parents are encouraged to support the PTF, pray for its officers, and actively seek to assist the school through this vital organization.

#### **Families in Touch**

Each Thursday morning from 8:00 until 9:00 am, Christian Academy families join together for prayer and devotion. The meetings are held in the Sanctuary building. Call the school office for more information.

#### **Financial Assistance Program**

Christian Academy has established a financial assistance program for qualified students. Currently enrolled families must apply by April 15, 2012 to be considered for assistance for the 2012-2013 school year. Application forms will be available in the office after January 15, 2012 and the forms must be received by FAST (Financial Aid for School Tuition) by April 15, 2012. The school will then notify current families who apply if they will receive assistance and the amount by June 1, 2012.

**CHRISTIAN ACADEMY**  
**2011-2012 Tuition and Fees**

	<u>1st &amp; 2nd Child</u>	<u>Third Child</u>	<u>Fourth Child</u>
Facility Fee (due August 1, 2011)	\$ 325.00	\$ 325.00	\$ 325.00
Application Fee	\$ 150.00	\$ 150.00	\$ 150.00
Education Fee			
K – 5 <sup>th</sup> grade	\$ 325.00	\$ 325.00	\$ 325.00
Education Fee			
6 <sup>th</sup> – 8 <sup>th</sup> grade	\$ 325.00	\$ 325.00	\$ 325.00
Education Fee			
High School	\$ 325.00	\$ 325.00	\$ 325.00
Tuition Kindergarten	\$4,350.00	\$2,175.00	\$1,087.50
Tuition grades 1 – 5	\$5,250.00	\$2,625.00	\$1,312.00
Tuition grades 6 – 8	\$5,450.00	\$2,725.00	\$1,362.50
Tuition grades 9 - 12	\$5,950.00	\$2,975.00	\$1,487.50
<b>Tuition Paid Monthly:</b>			
(12 equal payments)			
	<u>Due 1<sup>st</sup> Day of Month</u>	<u>Third Child</u>	<u>Fourth Child</u>
Kindergarten	\$ 362.50	\$ 181.25	\$ 90.60
Grades 1-5	\$ 437.50	\$ 218.75	\$ 109.50
Grades 6-8	\$ 454.00	\$ 227.00	\$ 113.50
Grades 9- 12	\$ 496.00	\$ 248.00	\$ 124.00

New students and all students who originally enrolled beginning with the 2003/2004 school year: First monthly tuition payment is due by April 1, 2011 for the school year beginning August 2011. Tuition payments are due on the first of each month with final payment due on March 1, 2012. For students enrolling after April 1, a prorated payment schedule will apply.

Students originally enrolled before the 2003-2004 school year: First monthly tuition payment is due June 1, 2011 for the school year beginning August 2011. Tuition payments are due on the first of each month with final payment due on May 1, 2012.

Students re-enrolling will not be charged an "Application Fee." "Education" and "Facility Fees" will be charged for all students. There will be a late charge of **\$30** for any monthly tuition payment made more than 10 days after the date due. There will be a charge of **\$30** for any check returned to the school by the bank.

***Tuition payments and fees are non-refundable.***

**Extra Fees**

Listed below are some of the extra expenses parents may have throughout the year:

- |                             |                     |                                    |                     |
|-----------------------------|---------------------|------------------------------------|---------------------|
| 1. Selected school supplies | 2. Uniforms         | 3. Field Trip expenses             | 4. Paperback novels |
| 5. School pictures          | 6. School insurance | 7. Other school related activities |                     |

## **ACADEMIC AFFAIRS**

### **Academics**

Classroom instruction will include traditional and contemporary teaching methods. Courses in Bible, mathematics, social studies, natural science, language arts, physical education, fine arts, computer and foreign language will be offered to the students. The curriculum will be supplemented with a variety of extracurricular activities designed to enhance learning and the school experience.

### **Homework**

Homework may be assigned by teachers to reinforce and enrich learning. While parents may assist in seeing that the work is done and help to explain the work when necessary, all work must be done by the child, and he/she must take the responsibility for it. Parents are encouraged to discuss any concerns or questions with the teacher.

There are wide differences among students as to how much time a given homework task will take. Some students are far more driven to “the relentless pursuit of perfection”; others are more inclined to pursue a path that is less demanding. Parents can help their children by providing an atmosphere conducive to study and by assisting the child in completing his/her assignments. Homework serves to unite the parent, student and teacher in an effort to affirm the learning process and the acquisition of skills and wisdom as an endeavor, which is worthy of a student’s best effort. The process is often more important than the product.

### **Plagiarism**

Plagiarism is the act of copying from a source without reference to imply that the material is the work of the student. Plagiarized content found in a student paper or project will result in a zero for the paper or project. This includes copying someone else’s work, copying from an undocumented source, or taking information directly off the internet without documentation. Plagiarism will also result in an administrative referral.

### **Progress Reports and Conferences**

Christian Academy recognizes the value and importance in having open communication among the teacher, the student, and the parent. The purpose of our reporting system is to give parents and students an indication of the progress being made. The academic year is divided into four quarters. Report cards will be issued after each quarter. Each student will also receive an interim report during each quarter. A formal parent-teacher conference is held during the year as indicated in the Academic Calendar. Both parents are encouraged to attend the conference. In addition, the student may also be included in the conference. Parents are urged to ask for conferences at any time they deem necessary.

### **Renweb**

Renweb is an online school management system. Grades 4 – 12 fully utilize Renweb enabling you to check your students’ academic progress, homework and classroom assignments. Other features are available for all grades such as the family directory, calendar updates, etc. Parents can access ParentsWeb through our website. Most all communication from the school to the students and parents will be through email via Renweb. Please make sure to provide the office with current email information. Check emails regularly.

## Grading

Each child's ability, attitudes, application and achievement are taken into account in completing the grading process. Students are marked on actual achievement indicated by a letter grade based on a percentage scale (grades 3-12).

### Grading Scale

<u>Grade</u>	<u>Percentage Scale</u>
A	93 - 100
B	85 - 92
C	77 - 84
D	70 - 76
F	0 - 69

### Character and Work Habit Marks

<b>E</b> = Exemplary	<b>N</b> = Needs Improvement
<b>S</b> = Satisfactory Progress	<b>U</b> = Unsatisfactory Progress

### Eligibility for Extra-curricular Activities / Athletics

A part of a total school program is to participate in activities that go beyond the classroom experience. The following guidelines have been developed to help assure positive involvement in the extra-curricular / athletic activities.

1. When school is in session on the day of school-sponsored activities, including sports events, **upper school students must attend at least 4 class periods, excluding lunch, in order to participate in these events.** Lower school students must attend at least a half-day in order to participate.
2. If a student receives a D or lower in a core subject for a grading period, an academic plan will be developed by administration in order for the student to be eligible to participate in extra-curricular / athletic events. (The plan will include specific goals to be achieved, the timeline, and signatures of the teacher, parent and student.) The grade is to improve to a minimum of a C to remain eligible for the activities. Administrators, including the Athletic Director, may require an academic plan prior to the end of the grading period if deemed necessary.
3. Students are expected to behave as ladies and gentlemen at all times as they represent God, their families and Christian Academy. If a student is suspended for reasons of conduct, he/she will be prohibited from participating in all extra-curricular / athletic activities during the time of the suspension.

### Late Arrival/Early Departure Academic Responsibilities

A student who is present for any portion of the school day (whether arriving late or leaving early--for athletic or other purposes) is expected to hand in all assignments which are due that day (homework, major assignment, papers, etc.) to each of his/her teachers--regardless of whether or not he/she attends the day's class. Additionally, such students are also responsible to make contact with those teachers whose classes they did not attend (either after their late arrival, or prior to their early departure) to get

homework/other assignments which are due the following day, and to be prepared to hand in those assignments on time.

## **ARRIVAL & DISMISSAL**

### **Grades K-2**

Drivers should enter from Hwy 17 behind the restaurant off of 5<sup>th</sup> Avenue, drive to the covered entrance on the north side of the church sanctuary to drop off and pick up their children. Follow directional cones for specific route. **Drivers that also need to drop off or pick up a child at the Compton Center should turn right onto Hwy 17, travel down to 3<sup>rd</sup> Avenue, turn right to Oak Street, turn right and then enter the car pool line on 4<sup>th</sup> Avenue.**

**PLEASE DO NOT TURN ONTO 4<sup>TH</sup> AVENUE FROM HWY 17.**

### **Arrival procedures**

Students will be greeted by a teacher in the car pool line. Those that arrive between 7:30am and 7:45am will go to the teacher on duty. No students should be dropped off before 7:30 am.

Students will be picked up by their teacher at 7:50am to begin their day. Class begins at 8:00am. If a student arrives after 8:00am, the parent and child will need to go to the front desk to receive a tardy slip before they go to class.

**\*\*\*\*\* PLEASE NOTE THAT students in grades 1 & 2 should be dropped off at the front parking lot (car pool line) of the CLC building on Wednesday mornings for Chapel and other special area classes. Kinder students are to be dropped off at their normal drop-off location.\*\*\*\*\***

### **Dismissal procedures**

**Students in Kindergarten are dismissed at 1:00.  
Students in grades 1-2 will be dismissed at 3:00.**

Drivers picking up students in grades K-2 should follow the same traffic pattern used for arrival. Students will be dismissed to the hallway to wait for their parents to arrive. Students will be called to the exit when their car pool arrives.

### **Grades 3-7 (Monday through Friday)**

### **Arrival procedures**

**Drivers should take Oak Street to 4<sup>th</sup> Avenue North and turn right to enter the west parking lot (on the corner) so that the passenger's side faces the building.** Drivers should follow the directional cones and pull cars up as far as possible. After the car is loaded, drivers are to exit onto 4<sup>th</sup> Avenue.

**PLEASE DO NOT TURN ONTO 4<sup>TH</sup> AVENUE FROM HWY 17.**

Students that arrive between 7:30-7:50 am should report to the gym. At 7:50, students

in grades 3-7 will be released to report to class. All students arriving after 8:00 am must report to the main office in the Compton Life Center to receive a tardy slip to be admitted to class. No students should be dropped off before 7:30 am.

### **Dismissal**

**Students in grades 3-5 are dismissed at 3:00 pm.**

**Students in grades 6-7 are dismissed at 3:15 pm.**

Drivers should take Oak Street to 4<sup>th</sup> Avenue North and turn into the west parking lot (on the corner) so that the passenger's side faces the building. Drivers should follow the directional cones and pull cars as far up as possible. After the car is loaded, drivers are to exit onto 4<sup>th</sup> Avenue.

**PLEASE DO NOT TURN ONTO 4<sup>TH</sup> AVENUE FROM HWY 17.**

**Grades 8-12 (Monday through Friday)**

### **Arrival procedures**

Drivers should take Oak Street to 4<sup>th</sup> Avenue North and turn right to enter the east parking lot. Students should be dropped off in front of the Compton Center so that the passenger's side faces the building. Drivers should circle through to exit onto 4<sup>th</sup> Avenue.

**PLEASE DO NOT TURN ONTO 4<sup>TH</sup> AVENUE F FROM HWY 17.**

Students that arrive between 7:30-7:45am should report to the gym. At 7:45, high school students will be allowed to report to their first period class. At 7:50, students in grade 8 will be released to report to class. All students arriving after 8:00am must report to the main office in the Compton Life Center to receive a tardy slip to be admitted to class. No students should be dropped off before 7:30am.

### **Dismissal**

**Students in grade 8-12 are dismissed at 3:15 pm.**

Drivers should take Oak Street to 4<sup>th</sup> Avenue North and turn right to enter the east parking lot.

**PLEASE DO NOT TURN ONTO 4<sup>TH</sup> AVENUE F FROM HWY 17.**

Students should be picked up in front of the Compton Center so that the passenger's side faces the building. Drivers should circle through to exit onto 4<sup>th</sup> Avenue.

**Please park in the east parking lot or circle through the pick-up line if the high school student being picked up has not reported for dismissal.**

Students are to leave from the east entrance of the gym and wait in the designated area until their car pool arrives.

## School Delays and closings

Christian Academy will follow the same direction as provided by the Horry County Schools if there is a delay in starting school or a closing due to weather-related conditions. A school closing or delay will be announced on the school's answering machine. When a delay has been announced, teachers should plan to arrive no later than 30 minutes prior to the start of the school day.

## Emergency Evacuation

In case of the threat of severe weather, parents are requested to listen to radio or TV announcements concerning a possible evacuation of the area. If there is an evacuation, parents will need to come to school as soon as possible to pick up their children.

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## ATTENDANCE

Regular attendance at school is essential. Attendance at school provides a student with the classroom experience. This experience is composed of participation in class activities and direct instruction conducted by the classroom teacher. The instructional program designed by each teacher is a progressive and sequential experience. Therefore, it is very difficult for a student to "make up" a classroom experience.

In grades K-5, students who miss more than half of a school day will be counted absent for the day. In grades 6-12, students who miss more than half of a class period will be counted absent for that class period.

Perfect Attendance Criteria: In grades K-5, students must be marked present each day. Students with 3 or more tardies will not be recognized for perfect attendance. In grades 6-12, students must be present in every class. Three tardies to a class period will constitute an absence for that class.

## Excused Absences

Absences due to personal illness, urgent family concerns, medical appointments, school approved trips, or other exceptional absences that have the approval of the administration will be excused. **A signed and dated note from the parents stating the reason of the absence will be expected upon the student's return to school. After three days of absence due to illness, a doctor's note is required upon the student's return to school.** Parents are asked to call the school office by 8:30 a.m. the morning of the absence and designate if homework is requested. Parents of students in grades 4-12 are encouraged to check RenWeb for daily homework assignments. Requested homework assignments can be retrieved from the office between 3:00 and 3:30 p.m. the day of the absence. A good rule of thumb is one day to make up work for each day of absence. Teachers will work with students to ensure that they do not have more than three tests on one day and that all work is made up in a reasonable amount of time.

## Special Absence Request

Parents are strongly encouraged not to take their children out of school unless it is necessary. If it becomes necessary to be absent from school and the absence is known and anticipated beforehand, parents are requested to complete a Special Absence Request Form. These forms may be obtained from your child's teacher and must be completed in advance of the date of the planned absences. All forms must be turned in to the office for approval.

It is the responsibility of the student and parents to secure the class assignments for the time of the absence. After an absence, assignments are expected to be completed within a reasonable amount of time as determined by the teacher. A good rule of thumb is one day to make up work for each day of absence. Tests, major projects, research papers, and quizzes announced prior to the pre-planned absence must be turned in/made up on the day the student returns, unless prior arrangements have been made with the teacher. Teachers will work with students to ensure that they do not have more than three tests on one day and that all work is made up in a reasonable amount of time.

Parents are responsible for ensuring that all missed work is completed and concepts are mastered. Teachers are not responsible to give students daily tutoring or study hall tutoring due to days missed with a pre-planned absence. If needed, students and parents are responsible to arrange for a tutor on their own.

## Unexcused Absences

A pattern of unexcused absences will necessitate a conference with the parents and the Principal. Ten (10) or more unexcused absences will jeopardize promotion. Upper School students may not be given a passing grade in classes in which they have 10 or more unexcused absences.

**A warning letter will be mailed home when a child reaches 5 unexcused absences.**

## Tardiness

Promptness is a valued discipline. Student tardiness interrupts the classroom experience. If tardiness becomes a common occurrence, the parents will be asked to meet with the Principal to discuss a solution to the problem. **All students are expected to arrive at school by 7:45 am.** The school day for **all** students begins at **8:00 am**. Students are considered tardy if they are not in class ready to begin at 8:00 am. Students who arrive to school tardy must sign in with the front desk.

**For each grading period, the following guidelines will be followed for students who are tardy:**

- 1) 1<sup>st</sup> tardy – Warning
- 2) 2<sup>nd</sup> tardy – Call parent
- 3) 3<sup>rd</sup> tardy – 15 min teacher assigned detention – Student call parent  
The 3<sup>rd</sup> unexcused tardy will convert to 1 unexcused absence.  
The 3<sup>rd</sup> excused tardy will convert to 1 excused absence.
- 4) 4<sup>th</sup> tardy – Discipline referral to Principal
- 5) Each additional tardy – Discipline referral to Principal

**In grades K-5, students with three or more tardies will not be recognized for perfect attendance. In grades 6-12, three tardies in any class period will constitute an absence in that class period**

## Health and Absences

**Please do not send a child to school that appears to be ill.** Parents may report the child's absence

the night before or early in the morning by leaving a message on the school's answering machine. After an illness, please keep a student home until his temperature has been normal for 24 hours. **A signed and dated note from the parents stating the reason of the absence will be expected upon the student's return to school. After three days of absence due to illness, a doctor's note is required upon the student's return to school.** Any student becoming ill at school will be assessed by the school nurse and/or the Office Manager and will be sent home only if necessary.

### **Medications at School**

Daily medications should be administered to the student at home. Daily or over-the-counter (OTC) medications will not be dispensed at school unless the medication is "scheduled" throughout the day on a temporary basis (ex: antibiotic) and is necessary for the well-being of the student. Any OTC or prescription medications to be given at school must be accompanied by a "Permission for Non-Prescription" or "Permission for Prescription" form. These forms can be found on the Christian Academy web site under "Admissions" and then "Health Forms". At times when it is necessary for a student to take a medication at school it must be sent in its original container, labeled with the student's name, type of medication, dosage, frequency, date the medication is to begin and cease and any special instructions. All "Emergency" medications (ex: Epi pens or Inhalers) must be accompanied by the "Permission for Prescription" form. All medications must be hand delivered by an adult, accompanied by the appropriate form, to the school nurse or Office Manager. The school nurse or designee will administer all medications. NO medications, whether prescription or OTC, will be allowed in the students possession without permission of the school nurse or administration. Parents will need to complete the Field Trip Medication form if medication is to be administered during a field trip.

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### **DISCIPLINE POLICY AND PROCEDURES**

A primary responsibility of Christian Academy is to establish and maintain an environment that affords each one of its students the best opportunity to learn in a Christian atmosphere. To accomplish this goal, the school must have the support of the parents and the expectation of responsible student behavior. The school hopes to cooperate with the home in forming good habits in the students such as:

1. Cheerful obedience to authority (parents, teachers, and other school personnel) and school regulations. Such obedience should be willing and prompt.
2. Responsibility and quality in doing assigned or expected tasks.
3. Cooperation with others in playing and working at school.
4. Courtesy and respect for others (students, teachers, visitors). Examples include: students should raise their hands to speak, wait patiently without interrupting, use an appropriate voice for the inside, walk while in the building, and eat with proper manners.
5. Cleanliness in person and property. Examples include assisting in keeping our school environment clean and wearing appropriate dress.
6. Truthfulness and honesty in word and life.
7. Respect for the property of the school and other people.
8. Promptness in attendance and assignments.
9. Morally good conduct in respect to recreation, social relationships and language.

Whereas the school is not legalistic in dictating a long list of rules the students must follow, use of coarse language and practices detrimental to a Christian's character and body, such as the use of tobacco, alcohol, and narcotics are not permitted. Use of these will, in all likelihood, result in suspension or expulsion. A threatening comment, whether verbal or written, or a physical gesture that communicated harm to someone will be taken seriously. For students in all grades, this will result in being referred to the principal. There will be appropriate follow-up action which could include, but is not limited to parental contact, an immediate suspension, contacting the police and expulsion. "I was teasing" is no excuse. (A child who is referred for a second time during the school year will receive an immediate suspension.) While the discipline of the child is the parent's responsibility, parents and teachers must cooperate fully with one another. Anything said or done which tears down respect and confidence of either will harm the child. Mutual understanding can be gained by conferring with and praying for one another.

Students are expected to follow reasonable guidelines of behavior. The development of self-discipline and a sense of responsibility are important in a student's education. A student violating the discipline code of the school will be responsible for his actions.

Attendance at Christian Academy is a privilege. Any student whose conduct or attitude shows him to be opposed to the basic principles and purpose of the school or who maliciously destroys school property will be expelled or asked to withdraw from school. Expulsion will result in forfeiture of any monthly prepaid tuition.

#### Discipline Procedures

It is Christian Academy's responsibility to provide the proper learning environment for students. It is a student's responsibility to obey the rules that are necessary for us to function together each day in a God-honoring manner.

Students will be disciplined for being disobedient, disrespectful, or dishonest. Examples of appropriate discipline procedures include:

- removal of classroom or school privileges
- removal from class (i.e. time-out)
- student-teacher conference which might include prayer and/or counseling utilizing Biblical principles
- parent notification of unacceptable behavior
- student-principal conference
- parent-teacher conference, which may or may not include the student
- after-school detention
- suspension
- expulsion

#### Suspension and Expulsion

Suspension may be invoked when a student has a serious behavior problem and is utilized to give the student an opportunity to correct this problem. In most cases, it is instituted after consultation and counseling with a student's parents and teachers. In the case where a behavior is disruptive to the learning environment or could cause harm to the student or other people, suspension may be invoked immediately. If after the time of suspension a student does not show immediate improvement or progress, the student may be expelled or asked to withdraw from school. School-related extracurricular activities may be limited during the suspension period. Also, positions of trust and responsibility will be relinquished during this time.

If a student is suspended, he is required to complete his normal assignments. Although required to do the work, the student may receive no credit for grading purposes. The parent, not the teacher, is responsible for the remediation of any skills that the student misses during the time of suspension.

In all cases, discipline will be administered equitably and in love.

Christian Academy reserves the right to ask a student to withdraw or deny his re-enrollment if his ability, behavior, or emotional development, indicate special needs that cannot be met in our school program.

Expulsions and denial of re-enrollment may be preceded by the following:

- student-teacher conference
- parent-teacher conference (This may include the principal.)
- parent-teacher-principal conference (This may include the student.)
- conference with the principal and a School Board representative (This may include the parent and/or the student.)

### Classroom Discipline

Please refer to your Grade Level Handbook for specifics related to the discipline policies/procedures within your student's classroom.

### Discipline Referrals to the Principal

If a child is referred to the Principal by a staff member for a serious discipline concern the parent will be notified.

### Resolution of Concerns

If a parent has a concern it is important that the concern be communicated to the appropriate staff member. If the concern is related to the classroom, the parent should meet with the teacher. If the concern is more of a school-wide nature, the concern should be expressed to the principal. It is very important that prayerful Biblical communication occur when discussing any concern. To help resolve concerns, the following steps have been developed:

1. Parent meets with the teacher (if there is a classroom concern) to share concerns and attempt to reach an acceptable resolution to the concern.
2. If a resolution is not acceptable to both parties, either the parent or staff member can request that the Principal or Administrator meet with them.
3. If a resolution is not acceptable, the chairman of the Board of Trustees should be contacted and requested to schedule a meeting with the appropriate school personnel and a member of the Board of Trustees.
4. Following this meeting, the representative of the Board of Trustees will report to the Executive Committee of the Board his findings.
5. If a resolution is not acceptable, the parties will meet with the Executive Committee of the Board of Trustees. Prior to the meeting, appropriate parties should write their concerns and submit them to the chairman of the Board of Trustees.
6. If a resolution is not acceptable, the parties will meet with the Board of Trustees.
7. The Board of Trustees will have an Executive session to discuss the decision.
8. A decision will be communicated verbally and in writing by the Chairman of the Board within five school days of the meeting.

**Final decisions related to discipline are at the discretion of the administration.**

## **GENERAL INFORMATION**

### **Birthdays**

Christian Academy recognizes that children are a blessing. A student may celebrate his birthday at school by bringing a special treat for the class with prior approval by the teacher. Students with summer birthdays may select a day during the school year to celebrate their "half birthday". Please discuss this with the teacher. We ask that parents **mail** invitations when having parties unless **all** children (boys and girls) in the class are invited. The school is not to be the gathering point for parties unless all students are invited. This helps eliminate hurt feelings. Because we are a small school, it is nicer when the whole class can be invited to a party.

### **Cell Phone and Electronics Policy**

Students may have cell phones at school. However, cell phones must be turned off or on silent between 7:30-3:15. Students may only use their phone with permission from a teacher. Misuse of the cell phone could result in disciplinary action or the phone being kept in the office until the end of the school day and returned to the parent.

Students should not make "sick calls" to parents without first seeing the school nurse or Office Manager.

Christian Academy is not responsible for the wear, tear or loss of any electronic device including, but not limited to iPads, computers, games, cell phones, listening devices, etc. Teachers reserve the right to monitor the use of all electronic devices at school.

### **Chapel**

Chapel is held weekly for all students in grades K-12. All students are encouraged to take an active role in the chapel program. Our goal is for this time to be a time of worship and spiritual growth for our students and faculty. We also welcome and encourage parents to attend chapels, especially those involving their children. Lower school chapel will be held Wednesday mornings at 8:15 am. Upper school chapel will be held Friday from 9:50 to 10:35 am.

### **Child Abuse**

As a matter of law we are required to report suspected child abuse to the Department of Social Services.

### **Community Service**

In an effort to teach respect for our community, develop responsible citizenship, and promote a servant spirit, Christian Academy will provide opportunities for students to participate in community service projects throughout the year.

## **Field Trips/Extracurricular Activities Transportation/Parent Involvement**

Field trips are planned for our students to support the instructional program. The ability to utilize local and regional resources with our students enhances their understanding of concepts and skills taught during the school day. School-sponsored extracurricular activities are also planned to help students develop a variety of their gifts and talents. School sponsored field trips are a part of the instructional program. Attendance and participation by students is expected and participation in fund raising related to overnight trips (Middle and High School) is encouraged.

These activities are another of the many ways that parents can get involved with their children and assist the school with transportation and supervision of students. We are so grateful for your willingness to help. **Please note that all field trip and transportation guidelines established by the school and/or teacher must be followed by parents when accompanying students on these outings. A parent transportation agreement must be completed by all drivers and on file in the school office with necessary Driver's License and insurance information.** Student safety is our top priority. We want students and parents to have a safe and enjoyable experience when they travel to and from a school sponsored activity. A Field Trip Medication form must be completed if medication is to be administered to your child during the field trip.

### **Lockers**

Students in grades 6 through 12 will be assigned a locker for his/her personal use. Students are to keep their lockers clean and are not to change locks/lockers. Students must lock their lockers at the end of each day with combination locks assigned by Christian Academy. Students may decorate the inside of the lockers provided that nothing displayed is inconsistent with policies of the school. Christian Academy reserves the right to inspect lockers to insure compliance with school policy.

### **Lost and Found**

A "lost and found" box will be kept at school. Children's clothing items such as hats, sweatshirts, sweaters, and jackets should have their name marked inside the item of clothing with a permanent marker. Unclaimed "lost and found" items will be donated to a local charity periodically throughout the year.

### **Lunch Program**

Students can choose to bring a lunch from home or order from the special lunch opportunities offered for purchase from local vendors. If bringing a lunch from home, please send lunches that are nutritious and **"ready to eat"**. **No refrigerator space, microwave use or hot water will be available.** Lunches may be pre-ordered for each day of the week through RenWeb at designated times throughout the year.

Juniors and seniors may leave campus for lunch if they have completed and turned in the Motor Vehicle and Off-Campus Privilege Acknowledgement form. Students must sign out/in at the front desk.

## **Lunch Periods**

### **Monday through Thursday**

#### **Grade**

K –2nd	Recess 10:40 -10:55	Lunch 10:55-11:15
3rd – 5th	Lunch 11:25-11:45	Recess 11:45-12:05
Upper School	Lunch 11:50-12:10	Recess 12:10-12:30

### **Friday**

#### **Grade**

K –2nd	Recess 10:40-10:55	Lunch 10:55-11:15
3rd – 5th	Recess 11:40-12:00	Lunch 12:00-12:20
Upper School	Lunch 11:30-11:50	Recess 11:50-12:10

## **PEP (Prayer Empowering People) Club**

On Wednesday mornings from 8:00-8:15, a special prayer time is held with the students. PEP Clubs meet in small groups led by an adult leader (staff, parent or high school student). Boys and girls from grades 2 to 12 are grouped separately, oftentimes with a mixture of ages. Students in grades K and 1 will meet with their class for prayer. PEP Clubs are a time to get to know schoolmates, but most importantly to encourage one another and to pray together.

## **Public or Private Display of Affection**

Public or private display of affection will not be permitted at any time or during any school-related activity on or off campus. Respect, manners and self-control are expected at all times both on and off campus during school-related activities.

## **Student Records**

Christian Academy shall keep records which will provide for the registration and attendance of students. An up-to-date permanent cumulative record of individual students showing personal data and progress through school, including academic achievement, health information and test results shall be maintained.

## **Student Recognition**

To encourage academic progress and demonstration of positive character, student recognition will be given throughout the school year. The classroom teachers will send notification with the dates of the award chapels.

## **Substance Abuse Policy**

Any student determined by the administration to be using or to be in possession of a controlled substance, alcohol, or tobacco, at any time, is subject to immediate removal from school. In order to be eligible to return, a student must fulfill all requirements deemed necessary by administration. Under the medication policy, students are also prohibited from carrying their own medication or nonprescription medication with them while at school without permission of administration.

## **Textbooks**

Students will be responsible to keep the books issued to them in good condition and not lose them. A charge will be assessed for damage or loss of a book.

## **Visitors**

Christian Academy encourages parents to come and actively participate in your child's classroom or other areas of the school. **All** visitors are asked to sign in with the office or Receptionist upon your arrival. If a student will be leaving early for any reason, the person picking up the student must sign the student out. If an adult other than the parent is not picking up the student, written permission must be given by the parent for the student to be able to leave the campus.

## **CHRISTIAN ACADEMY UNIFORM POLICY**

Christian Academy has adopted a uniform policy as a means of building character and distinction in the lives of the students. The policy is intended to serve as a tool to promote a student's self-respect, lessen peer pressure, maintain an atmosphere consistent with our instructional goals, promote unity among students, and to provide the opportunity for Christian Academy students to make a positive statement in our community. The **only** logo accepted on any blouses, shirts, sweaters, vests, and turtlenecks is the Christian Academy logo. Christian Academy recommends that all shirts or blouses be embroidered with the Academic or Athletic Christian Academy logo.

**Christian Academy requires that all students grades K-8 purchase one solid red, one solid white and one solid navy collared polo style shirt with the Academic or Athletic Christian Academy logo.**

### **Grades K-8 Uniform Policy**

**Girls attending Christian Academy may wear any of the following uniform options:**

**Jumper -** A plaid (predominantly navy blue and/or red) or a solid navy blue or khaki jumper with a round or v-neck may be worn. Leggings or bike shorts must be worn under the jumper. Leggings worn under jumpers should be of school colors.

**Slacks/Capri's -** Solid navy blue or khaki slacks and capris may be worn. Pants may not be extremely tight or baggy.

**Shorts -** Solid navy blue, or khaki shorts **no shorter than mid-thigh** may be worn.

**Skorts-** Solid navy blue, or khaki skorts **no shorter than mid thigh** may be worn.

**Skirts-** Girls in grades K-5 are allowed to wear navy or khaki skirts no shorter than mid-thigh in length. Leggings or bike shorts must be worn underneath and must be of school colors. No skirts are allowed in grades 6-12.

**Belts-** Girls in grades 1-8 must wear a belt with slacks or shorts with belt loops.

**Blouse and shirt -** Solid navy blue, red, or white shirts and blouses with a collar may be worn. Appropriate red, white, or blue t-shirts may be worn underneath collared shirts. Shirts and blouses must be tucked in at all times in grades K-5.

Christian Academy recommends that all shirts or blouses be embroidered with the Academic or Athletic Christian Academy logo.

**Christian Academy requires that all students grades K-8 purchase one solid red, one solid white and one solid navy collared polo style shirt with the Academic or Athletic Christian Academy logo.**

**All shirts must be solid in color. No stripes or speckled fabrics are allowed.**

**Socks & tights** - Socks or tights must be worn at all times. They must be solid in color and not draw unnecessary attention to one's self.

**Shoes** - Closed toe and heel shoes in good repair must be worn at all times.

**Sweater/Vests/Sweatshirts** - A solid navy blue, red, or white color is acceptable. Sweaters may be cardigan or pullover style. No logo should be visible except the school logo unless garment is issued or purchased through a CA sponsored event.

**Swimwear** – If there is a field trip, activity or party, girls have the option of wearing a modest one piece swimsuit or a tankini. If there are any questions regarding a swimsuit, please ask the Lead Teacher.

**Boys attending Christian Academy may wear any of the following uniform options:**

**Pants** - Boys may wear either solid navy blue or khaki pants. Pants may not be extremely tight or baggy.

**Shorts** - Solid navy blue or khaki shorts no shorter than mid-thigh may be worn.

**Belts** - Boys in grades 1-8 must wear a belt with slacks or shorts with belt loops.

**Shirts** - Solid navy blue, red, or white shirts with a collar must be worn. Appropriate red, white, or blue t-shirts may be worn underneath collared shirts. Shirts must be tucked in at all times in grades K-5. Christian Academy recommends that all shirts have the Academic or Athletic Christian Academy logo.

**Christian Academy requires that all students grades K-8 purchase one solid red, one solid white and one solid navy collared polo style shirt with the Academic or Athletic Christian Academy logo.**

**All shirts must be solid in color. No stripes or speckled fabrics are allowed.**

**Socks** - Boys must wear socks at all times. Socks should be solid in color.

**Shoes** - Closed toe and heel shoes in good repair must be worn at all times.

**Sweaters/Vests/Sweatshirts** - A solid navy blue, red, or white color is acceptable. Sweaters may be cardigan style or pullover style. No logo should be visible except the school logo unless garment is issued or purchased through a CA sponsored event.

## **Outerwear for Girls and Boys**

In colder weather, children may wear their regular jackets outside, but they should not be worn inside the building. Students may wear a hooded sweatshirt (or hoodie) inside the building as long as it is one of the school colors, solid navy blue, red or white, **with no logo** except for the school logo unless it is issued or purchased through a CA sponsored event.

## **Appearance**

- **The Christian Academy emblem is the only visibly accepted emblem to be worn on clothing.**
- **Girls may wear light makeup and age- appropriate jewelry, none of which should cause excessive attention to one's self.**
- **No facial or tongue piercings are allowed.**
- **Boys are not allowed to wear earrings, makeup or nail color.**
- **Hair—Boys should have clean-cut hairstyles that are not excessively long. Bangs should not cover the eyes and hair should not touch the collar.**
- **Facial hair should be well groomed and neatly trimmed.**
- **Students are only allowed to wear jewelry that is in keeping with and in support of Christian ideals.**
- **No students should wear their hair in a way that draws unnecessary attention to one's self.**

**Final discretion and decisions about appearance lie with the administration of the school.**

## **CA Spirit Day**

Every Friday is CA Spirit Day. On this day, students can wear their CA t-shirts or t-shirts issued or purchased through a CA sponsored event. T-shirts can be un-tucked and worn with blue jeans which are neat in appearance (no rips or tears) for all grade levels. This will be the only day CA t-shirts should be worn other than for appropriate field trips.

## **Dress Down Days**

Dress Down Days are planned in conjunction with special events. Students may wear their choice of clothing. Otherwise stated uniform guidelines are still to be followed. This includes, but is not limited to:

- shorts no shorter than mid-thigh
- all clothing should be in good repair (no holes or rips)
- t-shirts must not be in opposition to Christian values
- no flip-flops or open toe/heel shoes
- No skirts for girls in grades 6-12. Girls in grade K-5 may wear skirts no shorter than mid-thigh in length with bike shorts or leggings underneath.

## **Uniform Policy**

It is important that the established uniform policy be accepted and enforced consistently by the student and the parent. Disregard of the uniform policy may result in disciplinary action. Final discretion and decisions about uniform policy lie with the teachers and administration of the school. It is each student's responsibility to follow the uniform policy at all times.

## High School Uniform Policy

Beginning in ninth grade, Christian Academy High School students have expanded uniform options. Christian Academy High School students will follow the Elementary – Middle School guidelines with the following exceptions/additions:

- Young ladies and men may wear black, brown, grey and olive pants in addition to the khaki and navy with NO logo.
- Young men will be required to tuck in shirts and wear belts with any slacks which have belt loops when off campus.
- Young ladies will not be required to tuck in shirts which have neat, finished hems. Shirts **must** be long enough to cover midriff.
- Young ladies and men may wear any color solid, collared shirt that has NO logo. The Christian Academy Academic or Athletic logo is always encouraged on red, white or navy blue shirts.
- Young ladies and men may wear any closed toe shoe. (Open heels are OK).
- Young ladies and men must have a collared dress shirt with the **Christian Academy academic logo** to be worn when participating in community service or special events. Oxford shirts may be ordered from Land's End or purchased locally. If you choose to purchase locally, embroidery can be done at New Wave Embroidery. To order from Land's End, you can visit the website at [landsend.com/school](http://landsend.com/school).

The students must choose at least one of the following options:

**Boys must purchase** one of the following:

short-sleeve or long-sleeve oxford in white, blue, or french blue.

(Land's End will embroider with academic logo.)

**Boys must purchase** either a white or navy collared polo style shirt with the Christian Academy Academic logo. (Land's End will embroider with academic logo.)

**Girls must purchase** one of the following:

three-quarter sleeve, short-sleeve, or long-sleeve oxford in white, blue, or french blue.

(Land's End will embroider with the academic logo.)

**Girls may choose** to purchase a white or navy collared polo style shirt with the Christian Academy academic logo.

The oxford style shirts will be required for most community service events and special events throughout the year. However, at times, it may be appropriate to dress more casually and the knit polo could be worn in place of the oxford. Dress requirements will be given to the students prior to each off site activity. Students will be expected to follow the dress requirement or may not be allowed to participate in the planned event.

- Young ladies may wear black skirts (no shorter than five inches above the knee) with black tights to clearly defined community events. Skirts are not allowed during a typical school day.
- Young men may be asked to wear a navy blazer to clearly defined community events.
- The type of pant, shirt, blazer and tie required for young men will be defined by the community event and determined by the administration.
- Jeans may be worn on Fridays. Jeans must be in good repair (no holes or rips). Other uniform guidelines must be followed.
- The **only** permissible logos on sweatshirts are the Christian Academy or collegiate logo. Students may also wear sweatshirts issued or purchased through CA sponsored events.
- Blazers or jackets worn must be solid in color with no visible logo.

## **Appearance**

- **The Christian Academy emblem is the only visibly accepted emblem to be worn on clothing.**
- **Girls may wear light makeup and age- appropriate jewelry, none of which should cause excessive attention to one's self.**
- **No facial or tongue piercings are allowed.**
- **Boys are not allowed to wear earrings, makeup or nail color.**
- **Hair—Boys should have clean-cut hairstyles that are not excessively long. Bangs should not cover the eyes and hair should not touch the collar.**
- **Facial hair should be well groomed and neatly trimmed.**
- **Students are only allowed to wear jewelry that is in keeping with and in support of Christian ideals.**
- **No students should wear their hair in a way that causes unnecessary attention to one's self.**

**Final discretion and decisions about appearance lie with the administration of the school.**

## **CA Spirit Day**

Every Friday is CA Spirit Day. On this day, students can wear their CA t-shirts or t-shirts issued or purchased through a CA sponsored event. T-shirts can be un-tucked and worn with blue jeans which are neat in appearance (no rips or tears) for all grade levels. This will be the only day CA t-shirts should be worn other than for appropriate field trips.

## **Dress Down Days**

Dress Down Days are planned in conjunction with special events. Otherwise stated uniform guidelines are still to be followed. This includes, but is not limited to:

- shorts no shorter than mid-thigh
- all clothing should be in good repair (no holes or rips)
- t-shirts must not be in opposition to Christian values
- no flip-flops or open toe shoes
- No skirts for girls in grades 6-12. Girls in grade K-5 may wear skirts no shorter than mid-thigh in length with bike shorts or leggings underneath.

## **Uniform Policy**

It is important that the established uniform policy be accepted and enforced consistently by the student and the parent. Disregard of the uniform policy may result in disciplinary action. Final discretion and decisions about uniform policy lie with the teachers and administration of the school. It is each student's responsibility to follow the uniform policy at all times.

## **CRISIS MANAGEMENT**

1. Contact the Principal or Office Manager immediately in case of any emergency.
2. Emergency telephone numbers are posted on each of the school's telephones.

School office (843-839-5855) Marty Williams (843-457-1606)  
Kristi Gallimore (828-674-8143 cell) Kristin Bowers (843-602-8251) Nancy Henry (843-222-4063)

### **Campus intruders**

#### K,1,2 Building

During school hours, the ground floor entrance is locked and maintained by Christian Academy. The second floor, 4<sup>th</sup> Avenue entrance, is locked and maintained by the staff of First Baptist Church. All other doors and entrances remain locked throughout the school day. A security alarm system is maintained by First Baptist Church. A school day visitor is allowed entrance by a volunteer or school employee.

#### Compton Family Life Center

All main doors, kitchen doors, and fire exits remain locked from the outside during school hours. The main office doors are locked and maintained by office and volunteer staff.

There are security cameras in place to monitor all entrances to the school.

#### Intrusion plan for both buildings

If an intruder gains entrance to either building and the situation is assessed to be a threat, the staff in the immediate threat area will be notified. Each teacher will lock their doors and turn out the lights. Students will get beneath desks and away from the windows and doors. If there are victims involved, first-aid will be provided.

Emergency officials will be contacted via 911 as soon as possible by a member of administration or staff.

The spokesperson to the media/public is the Lead Administrator, Principal, or his/her designee.

### **Bomb threats or other threats to campus safety**

Bomb threats or threats to campus safety will be evaluated by the administration for level of seriousness. The administration will gather all detailed and appropriate information. The plan of action will be determined by administration and communicated to the faculty/staff.

When advised of a bomb threat, students and staff exit the building in the same manner as for a fire emergency. The Principal or his/her designee will notify emergency officials via 911 and will wait for their authorization for students to re-enter the school. Parents will be called to pick up their children if deemed necessary by administration.

## **Fire**

**Fire Drill:** Fire drills will be conducted on a monthly basis. The following procedures should be reviewed with your classes:

1. The purpose of an evacuation drill is to be able to evacuate the building in case of a fire or other emergencies.
2. Drills should be silent. If teachers and students are talking, directions and other information cannot be heard.
3. Everyone should clear the building immediately. WALK – Do not run.
4. Appoint one student to see that everyone is out of the class, close the door and turn out the lights.
5. Exit according to the exit instructions posted in your room.
6. If an area is barricaded, then the next nearest exit should be used.
7. Grade books should accompany the teacher for the purpose of recording attendance.

The Principal will check outside to be sure all students are “accounted for”. Children are to return to their rooms after receiving an “all clear” signal.

Please note the following:

1. Where is the nearest fire extinguisher?
2. How does the fire extinguisher operate?
3. What are your instructions for a fire drill?
4. Does a potential fire hazard exist?
5. Are all fire exits open? Are there any jammed doors or blocked passageways?

### **Compton Family Life Center**

- Classes on the 2<sup>nd</sup> floor of the CLFC will exit through the closest fire escape and proceed to the parking lot on the corner of Oak and 4<sup>th</sup> Avenue.
- Classes in the 2<sup>nd</sup> floor 3-12 Media Center of the CLFC will exit through the closest fire escape and proceed to the 3<sup>rd</sup> Avenue driveway.
- Classes on the 1<sup>st</sup> floor of the CFLC will exit through the external doors of the classroom. Classes on the north side will proceed to the parking lot on the corner of Oak and 4<sup>th</sup> Avenue. Classes on the south side will proceed to the 3<sup>rd</sup> Avenue driveway.
- Classes in the cafeteria of the CFLC will exit through the back doors of the cafeteria to the parking lot on the corner of Oak and 4<sup>th</sup> Avenue.
- Classes in the gym will exit through the east (front) gym door and proceed to the far end of the east parking lot adjacent to Kings Highway.
- Classes in the Learning Cottage will exit to the 3<sup>rd</sup> Avenue driveway.

### **K-2 Building**

- Students in all classrooms will exit through the door facing Kings Highway and will proceed to the far end of the parking lot adjacent to Kings Highway. Care should be taken to ensure that students are not situated in an area that would hinder emergency personnel access to the building.

## **Violent threats by students**

In 2008, Christian Academy adopted an Anti-Harassment Policy. Any threat made by a student shall be handled as a discipline matter by the administration of the school. The administrator will assess the situation and if necessary remove other students from harm's way. If this is an ongoing problem, suspension or expulsion may be invoked by administration after consultation with the student's parents and teachers. If administration deems the situation necessary, the police or appropriate authorities will be contacted.

## **Weapons on campus**

In the event of a rumor of a weapon on school property, the situation will be assessed by an administrator. The administration will gather appropriate and detailed information. Lockdown procedures will begin if necessary. To begin lockdown procedures, the staff in the immediate threat area will be notified. Teachers will lock their doors. Students will get beneath desks and away from the windows and doors.

The school administration will attempt to locate the person with the weapon and isolate the individual. Emergency officials via 911 will be contacted. Parents of the individual(s) involved with the gun possession will also be contacted.

The spokesperson to the media/public is the Administrator, Principal, or his/her designee.

## **Natural disasters (i.e., earthquakes, hurricanes)**

In the event of a natural disaster, teachers will guide students through the appropriate drill.

## **Severe Weather**

**Tornado:** If the children need to go to a safe spot due to a tornado warning, all classes will come to the first floor and go in their assigned interior rooms. Children should sit with their backs straight and their knees pulled up to their chests. They should cover their heads with their arms. If it is anticipated that the drill will last a long time because a tornado has been sighted, the children should take a book to read and use it to also put over their heads. They may also be given permission by their teachers to talk softly at that time.

- KINDERGARTEN-2<sup>nd</sup> GRADES---Students should exit their classrooms quietly and sit along the interior wall outside the fellowship hall, restrooms and library.
- 3<sup>rd</sup> – 12<sup>th</sup> GRADES - Students should exit their classrooms quietly to the first floor of the Compton Center and sit along the interior walls of the assigned rooms.

**Hurricane:** As the weather media is very informative along the coastline for impending severe weather such as hurricanes, school may be called off in the case of a hurricane or severe tropical storm.

Christian Academy follows the plan for delays and closings announced by the Horry County school district. Any exceptions will be determined by the Board of Trustees and announced to all school families.

**Earthquake:** In the event of an earthquake, students should move immediately under their desks. After all students have done this, teachers will do the same.

## **ANTI-HARASSMENT POLICY**

*At Christian Academy of Myrtle Beach, conflict resolution is designed following the Matthew 18 principle. Students, teachers, parents and other members of the school community are encouraged to resolve conflicts and restore relationships utilizing this principle.*

It is the policy of Christian Academy of Myrtle Beach to maintain a learning and working environment that is free from all forms of harassment including sexual harassment. Christian Academy will not tolerate harassment of any kind. The school will not tolerate sexual or other harassment of employees, students or other members of the school community by anyone, whether on school property, at school or work-related assignments, or at school-sponsored social functions or activities even off school property. Where inappropriate conduct is found, Christian Academy will act promptly to eliminate the harassing conduct and take other appropriate corrective action.

Any form of harassment, including written or verbal harassment in the form of voice mail, electronic messaging systems, electronic mail, or use of the school's Internet or intranet sites will not be tolerated. Harassment may include easily identifiable acts of verbal, written or physical abuse. It may also include more subtle, but equally damaging forms of harassment such as graffiti and remarks or "humor" that negatively stereotype individuals. No matter what form it takes, harassment of any member of this community is strictly prohibited.

It shall be a violation of this policy for any employee of Christian Academy to harass another student, or employee, or other visitors or members of the Christian Academy community through conduct or communications of a harassing or sexual nature as further defined in this policy. Violations of the policy will be cause for disciplinary action including possible termination of employment.

Christian Academy also condemns and expressly prohibits sexual contact or relationships between adults and students and sexual harassment of any kind. All sexual advances or social conduct of a romantic nature between adults and students are strictly prohibited, on or off school grounds. Sexual behavior between adults and students may also include criminal ramifications and mandatory reporting pursuant to state laws.

Any form of retaliation directed to someone making a complaint about harassment or for participating in an harassment investigation is also prohibited.

### **What is Harassment?**

Harassment refers to unreasonable conduct or behavior which is personally offensive or threatening, impairs morale, interferes with the work effectiveness of employees or interferes with a student's right to peacefully enjoy educational or school opportunities. Examples of harassment include conduct or comments that threaten physical violence; offensive, unsolicited remarks; unwelcome gestures or physical contact; display or circulation of written materials, items or pictures degrading to any gender, racial, ethnic, religious, age, handicap or other group listed above; and verbal abuse or insults about or directed at any student, employee, or other individual, or group of students, employees or others because of their relationship in any of the groups listed above.

Any of the following acts may be viewed as harassment. This list is not exhaustive.

- Conduct or comments that threaten physical violence
- Offensive, unsolicited comments
- Unwelcome gestures or physical contact, including, but not limited to, threatening phone calls and waking other students up in the middle of the night
- Display or circulation of degrading printed materials or pictures
- Any action that is threatening or implies a threat

### **What is Sexual Harassment?**

Sexual harassment may be described as unwelcome sexual advances, requests for sexual favors, and other physical and expressive behavior of a sexual nature 1) where submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education; 2) where submission to or rejection of such conduct by an individual is used as a basis for academic or employment decisions affecting the individual; 3) where such conduct has the purpose or effect of interfering with an individual's academic or professional performance or creating an intimidating, hostile, or demeaning employment or educational environment; or 4) where such conduct has the purpose or effect of interfering with an individual's acceptance in the school community.

The following behaviors are examples of sexually harassing behaviors. This list is not exhaustive and members of the community should seek advice and assistance in any circumstance in which they are made to feel uncomfortable by the behaviors of another.

Some examples of harassment are:

- Physical assault, including rape or any coerced or non-consensual sexual relations
- Sexual advances, whether they involve physical touching or not
- Sexual physical contact
- Sexual or lewd jokes, remarks, leering, whistling, brushing against the body, or other suggestive or insulting gestures or comments
- Inquiries into one's sexual experiences or activities or discussion of one's own sexual experiences or activities
- Intimidating or suggestive remarks about an individual's sexual orientation, whether actual or implied
- Sexually suggestive or degrading sounds or remarks (written, verbal or electronically transmitted), including graffiti and the spreading of sexual rumors, made to or about another member of the community
- The use of technology to transmit sexually suggestive, offensive, and/or degrading material, whether received at the school or elsewhere
- The open display of sexually offensive objects, pictures and messages

Each employee should exercise his or her own judgment to avoid engaging in conduct that may be perceived by others as harassment.

Harassment can come from superiors, school employees, students, visitors or vendors. Men as well as women, or boys as well as girls, can be victims of sexual harassment. Christian Academy of Myrtle Beach will not tolerate any form of illegal discrimination or harassment. Violations of this policy, whether intended or not, will not be permitted.

## **Sexting**

In keeping with the school's responsibility to provide a safe learning environment for all students, the administration has established the following policy regarding the issue of "sexting." Sexting is the act of sending, receiving or forwarding sexually explicit or suggestive messages, photos or images via cell phone, computer or other digital device. Students engaged in such activities are subject to state laws and school discipline. The school considers sending, sharing, possessing or even viewing pictures, text messages or emails that contain a sexual message or image a violation that will result in school discipline, up to and including possible expulsion and in the possible notification of local law enforcement. Students are required to immediately report any such activities to a teacher or a school administrator.

## **What To Do If You Are Harassed**

Sometimes when someone has done something to offend you or which you feel is harassing, the behavior can be stopped by confronting the person that has offended you, and by asking the person to stop. You should not allow an inappropriate situation to continue, regardless of who is creating the problem. The school is also committed to assisting any student or employee who feels he or she has been harassed. You should feel free to seek the assistance of any administrator or faculty member or the Personnel Committee Chairperson of the Board of Trustees regarding any harassment or other situation where you need help. If a complaint of harassment is brought to the school's attention, the school will promptly conduct an investigation and take such other action as necessary to deal with the situation. Your complaint or concerns will be kept as confidential as possible taking into consideration the school's obligation to respond appropriately and deal with the harassment.

## **What Happens When a Complaint Is Made?**

When a complaint of harassment is made, the school will conduct an investigation. Complaints will be kept as confidential to the extent consistent with the school's obligation to look into and remedy any harassment. For most matters, the investigation includes an interview with the person who is making the complaint, and interview with the person alleged to have committed the harassment, and to the extent necessary, interviews with other witnesses. All employees are expected to be truthful and cooperative in connection with a complaint investigation.

Once the investigation is complete, the school will, to the extent possible and deemed appropriate by the school, related the results of the investigation to the person filing the complaint and to the person alleged to have committed the conduct. If it is determined that inappropriate conduct occurred, the school will act promptly to eliminate the offending conduct, and where it is appropriate, will impose disciplinary or other responsive action. Employees found to have committed harassment may be subject to disciplinary action, which can include a warning, probation, suspension, termination or such action as may be deemed necessary to the situation. Students found to have committed harassment may also be subject to disciplinary action, which may include suspension or expulsion.

There may be some behaviors that a student or employee finds offensive but which does not rise to the level of harassment. All employees should seek the assistance of an administrator or the Personnel Committee Chairperson for any matter that is troublesome to them. All students should seek the assistance of a teacher or administrator for any matter troublesome to them. The school will take such responsive action as is deemed necessary to assist the student or employee.

## **Retaliation**

*At Christian Academy of Myrtle Beach, conflict resolution is designed following the Matthew 18 principle. Students, teachers, parents and other members of the school community are encouraged to resolve conflicts and restore relationships utilizing this principle.*

Christian Academy of Myrtle Beach prohibits any form of retaliation against any student, employee or other member of the school community for filing a good faith complaint under this policy or for assisting in complaint investigation.

Any employee with any question or concern whatsoever about harassment or other offensive behavior should seek assistance of school administration or the Personnel Committee Chairperson.

## **HAZING POLICY**

*At Christian Academy of Myrtle Beach, conflict resolution is designed following the Matthew 18 principle. Students, teachers, parents and other members of the school community are encouraged to resolve conflicts and restore relationships utilizing this principle.*

Hazing will not be tolerated at our school. Christian Academy of Myrtle Beach seeks to maintain a safe, positive environment for students and staff that is free from hazing. Hazing activities of any type are inconsistent with educational goals of the school and are prohibited at all times.

Hazing is defined as any activity that recklessly or intentionally endangers the mental health, physical health or safety of student for the purpose of initiation or membership in or affiliation with any school organization such as a sports team, club or social group.

**Endanger the physical health** shall include, but not be limited to, any brutality of a physical nature such as whipping; beating; branding; forced calisthenics, exposure to the elements; forced consumption of any food, alcoholic beverage, drug or controlled substance; or other forced or required physical activity that could adversely affect the physical health or safety of the individual. Note that the consent of the person hazed is no defense to hazing.

**Endanger the mental health** shall include any activity that would subject an individual to extreme mental stress such as prolonged sleep deprivation, forced prolonged exclusion from social contact, forced conduct, forced conduct which could result in extreme embarrassment, or any other forced or required activity which could adversely affect the mental health or dignity of the individual.

Any hazing activity, whether by an individual or a group, shall be presumed to be a forced activity even if a student willingly participates.

The school does not condone any form of initiation or harassment, known as hazing, as part of any school sponsored or school related student activity. No student, coach, sponsor, volunteer or other employee shall plan, direct, encourage, assist or engage in any hazing activity.

The school directs that no administrator, coach, sponsor, volunteer or other employee shall permit, condone or tolerate any form of hazing.

The school will investigate all complaints of hazing and will administer appropriate discipline to any individual who violates this policy. Offending students will suffer appropriate disciplinary action including the possibility of suspension or expulsion.

The school encourages students who have been subjected to hazing to promptly report such incidents to a coach, teacher or administrator.

Likewise, any coach or school employee with knowledge of any hazing incident must immediately bring it to the attention of the school administration.

Hazing will not be tolerated at our school. Offending students will suffer appropriate disciplinary action including the possibility of suspension or expulsion.

## **BULLYING POLICY**

*At Christian Academy of Myrtle Beach, conflict resolution is designed following the Matthew 18 principle. Students, teachers, parents and other members of the school community are encouraged to resolve conflicts and restore relationships utilizing this principle.*

Bullying will not be tolerated at our school.

Bullying occurs when a student is the target of negative actions usually in the form of intentional, repeated, hurtful acts, words or other behavior such as, but not limited to:

- Intimidation such as name-calling or threatening
- Social alienation such as shunning or spreading rumors
- Serious physical aggression

Any student who believes that he/she has been the victim of bullying shall report the incident(s) to a teacher or school administrator.

Any student found to have engaged in bullying will be subject to appropriate disciplinary actions which may include suspension or expulsion.

*School administration has the final decision making authority with regard to disciplinary actions.*

*\*\* Christian Academy Harassment, Hazing and Bullying Policies were adapted from sample policies shared by South Carolina Independent School Association, ACSI Legal Legislative Update and approved and adopted by the Christian Academy's Board of Trustees.*



# Christian Academy of Myrtle Beach Athletic Program Statement of Commitment/ Handbook

## Philosophy of Athletics

***Christian Academy is committed to build champions (Romans 8:37) for Christ through building confidence (II Corinthians 7:16), emphasizing commitment (I Corinthians 14:40), concentration (I Peter 1:13), conditioning (Hebrews 3:6), courage (Joshua 1:6,9,18), consistency( Titus 3:8), compassion (I Peter 3:8), class (Colossians 3:23), character (Hebrews 13:17), control ( James 3:5-8), Christ-likeness (Philippians 2:12), and a competitive spirit ( I Corinthians 9:27-28).***

## Purpose of Athletics

Christian Academy is committed to the spiritual, intellectual, emotional and physical development of every student. The athletic program purposes to provide enjoyable athletic opportunities and competition through which students can learn skills and habits of physical activity that contribute to lifelong vitality. The athletic program emphasizes fundamentals of sportsmanship and athletic skill that relate to team spirit, confidence and enjoyment of team activities and relationships.

Christian Academy is committed to developing and maintaining a **Christ-honoring**, comprehensive, competitive Middle School, Junior Varsity, and Varsity athletic program. **Commitment** will be demonstrated through mandatory practices, where **concentration** will be required and **conditioning** will be emphasized. **Courage** will be instilled in each athlete by their willingness to face any circumstance with intensity and determination. Christian Academy will purposefully schedule teams that are challenging, in order that students and coaches may learn to exhibit **courage** and a **competitive spirit**. **Compassion** and **class** will be emphasized by treating our opponents with respect in victory or defeat. **Character** is developed through challenging preparation and setting expectations of behavior and performance that is higher than the norm for both coach and athlete.

## Participation in Athletics

Christian Academy is committed to providing a variety of athletic activities for students. The school encourages participation by those students who meet the criteria of academics and character as are outlined in the school's *Eligibility Policy for Co-curricular Activities/Athletics*. Coaches are to work closely with students to develop gifts of leadership and skill as demonstrated during athletic participation. All teams and individuals are to do their best "as unto the Lord" and in keeping with the school's commitment to excellence in all areas. Every effort is made to balance the developmental needs of our players with the desire to compete at the highest level.

Coaches, players, parents and fans represent Jesus Christ and Christian Academy to other teams. Given our responsibility to God to be a witness at all times, athletics is an excellent platform for impacting the culture for Christ. Everyone associated with Christian Academy is expected to encourage and support our student athletes and to cheer for Christian Academy and not against other teams. Exemplary sportsmanship among students and their families is required for participation.

## Responsibilities of the Athletic Director

- To operate within the scope and specific philosophy and policies of Christian Academy, cooperating with and upholding all policies adopted by the Board of Directors for Christian Academy
- To exhibit Christ-like behavior at all times and require it of all players
- To develop athletic opportunities for students as the school grows, identifying student interests as part of the planning process

- To be responsible for and make all arrangements for Home and Away games
- To secure facilities and referees and request any payment related to these for each Home game
- To schedule all school athletic contests, consulting with the Head Coach and Administrator for input before schedules are finalized.  
*(Final decisions regarding scheduling are at the discretion of the Administrator. No schedules are published prior to Administrator approval.)*
- To procure all necessary equipment, scorebooks, etc. and distribute these to head coaches
- To publish game and practice schedules for all Christian Academy students and their families; to notify all participants and their parents of changes in schedules as soon as they are known
- To arrange for proper facilities for practice and to notify the Head Coach about the specific arrangements
- To arrange for two adults to supervise all practices and sporting events for sports with ten or more participants
- To arrange for and/or require physicals for student athletes
- To secure permission to participate and to secure all pertinent health-related information for the student athlete from the parent
- To provide a file to each Head Coach which includes Health Information forms and Medical Release forms for each team member, manager, or any other student that will work or travel under their supervision
- To be responsible for insurance procedures, procuring the appropriate forms and information, in the event of an accident
- To dress in professional attire for both practices and games and when otherwise representing Christian Academy athletics in planning meetings, etc. (collared shirts with Christian Academy logo *or* dress shirt and tie, if appropriate)
- To coordinate and develop an active Fellowship of Christian Athletes organization for students

### **Responsibilities of Coaches**

- To operate within the scope and specific philosophy of Christian Academy, cooperating with and upholding all policies adopted by the board of Directors for Christian Academy
- To, as the primary responsibility, provide for the welfare, safety, and spiritual growth of the students under his/her supervision
- To exemplify Christ-like behavior at all times and require it of all players
- To develop a friendly and courteous relationship with each the parents of each player
- To require adherence to stated rules and regulations of the game at all times, stressing the importance of honesty and integrity to God-honoring competition
- To model sportsmanship that responds to winning or losing with the grace, peace and wisdom of Christ
- To never, **under any circumstances**, leave an athlete unsupervised, always being responsible for each athlete until they are released to their parents or the responsible adult after games or practices
- To secure the team file regarding health, insurance and accident information and to keep a copy of this complete file at **EVERY** game and practice
- To be responsible for distribution of uniforms before the season begins and collection of uniforms during the week following the end of the season
- To distribute a written schedule of practices and games to students, no later than the first week of practice
- To coordinate transportation in accordance with the school's transportation guidelines for students
- To submit to the Athletic Director a list of wants and needs, as well as an inventory of equipment after each season is complete
- To be responsible for the proper care and use of all provided facilities, equipment, scorebooks, etc., being considerate to clean up at the end of practices and games
- To dress in professional attire for both practices and games and when otherwise representing Christian Academy athletics in planning meetings, etc. (collared shirts or t-shirts with Christian Academy logo *or* dress shirt and tie, if appropriate)
- To be responsible for the conduct and discipline of student athletes at all school sporting events, taking great care to require that students fulfill the school's expectations of Christian behavior and witness

✦ ***All volunteer (non-staff) coaches must be approved by the administrator and school board. All volunteer (non-staff) coaches are to be under the direct supervision of a designated Christian Academy staff or Board member. Any volunteer coach, overnight chaperone, substitute teacher, or any other***

**person in direct supervision of students must grant permission for a SLED check.**

**✦ The Administrator and/or School Board have the final decision making authority in all matters related to athletics at Christian Academy.**

### **Responsibilities of Student Athletes**

- To exhibit exemplary Christian behavior both on and off the field/court
- To strive for academic, as well as athletic excellence, committing to develop their God-given talents to the fullest
- To work hard and be a team player
- To support and encourage other players both on and off the court/field
- To be at practice and games on time
- To discuss with the coach at the earliest possible time any absence that is anticipated
- To be a member of the team the entire length of the season
- To participate in off-season skill development/conditioning activities requested by the coach
- To support the team by having a positive attitude as a starter or as a substitute
- To take care of the uniform and other equipment provided for use during the length of the season, noting that any uniform or equipment not returned or cared for properly must be replaced by the student or his/her family
- To demonstrate respect, obedience, self-discipline and responsibility to coaches, players, officials, parents and fans of Christian Academy

*The Head Coach or his/her designee will be responsible for the conduct and discipline of student athletes for all games/practices. Student manners and courtesy in public places must be exemplary. Any member of a team who should conduct himself or herself to cause adverse reflection on himself or others will be subject to suspension from the team by the Administrator, upon the recommendation of the Head Coach. Students will wear collared uniform shirts and khaki shorts or pants, consistent with the uniform policy, to all games, unless otherwise approved.*

### **Transportation of Athletic Teams**

*Teams will travel to and from all events only by authorized transportation as arranged by the Athletic Director. Coaches are responsible and athletes cannot be insured if travel is conducted otherwise. All athletic teams will travel by bus or cars driven by approved adults. Automobiles used for transporting student athletes out-of-town contests or meetings shall be driven only by responsible adults. For each event, the Athletic Director will provide a list of drivers, their cell phone numbers and the names of students in each car to the school office.*

*( A travel/transportation form for trips will be provided.)*

### **Emergency First Aid**

*First aid is administered to students who become ill or are injured during the course of a school activity. No treatment beyond first aid should be given. No medication will be given without proper authorization from the parents.*

*Any accident to a student requiring medical attention will be considered an emergency. The following steps will be utilized as deemed appropriate by the nature of the emergency. They are not listed in a recommended sequence.*

*A. Contact the parent or guardian and follow their instructions.*

*B. Notify the family physician.*

*C. Contact an emergency rescue squad for assistance.*

*If a parent is not available, a school staff member should accompany the student to the doctor or hospital.*

*Completed accident report and insurance claims are to be submitted to school office by the Athletic Director within 24 hours.*

*Each coach will be given a copy of each student's Emergency Medical Forms and Medical Release and Authorization and should have this file with them at each team activity.*

# Acceptable Use Policy Statement --- Technology

Christian Academy believes that students must be prepared in the responsible use of technology as they grow and prepare to make meaningful contributions to our next generation. Integrated technology is now one of the necessary, non-negotiable components of a quality school curriculum. The purposes of computer technology in our school are 1) to enhance communication between students, faculty, parents, and our greater community, 2) to enhance instruction through the vast array of resources available online and by CD-ROM, DVD, etc. and 3) to teach vital computer skills (word processing, spreadsheets, databases, multimedia, Powerpoint, etc.) utilized each day to improve our quality of life.

Students are responsible for appropriate behavior on the school's computer network just as they are in a classroom or on a school playground. Conduct on computers should be consistent with Christian principles and with high standards of character. Families should be aware that some material accessible via the Internet may contain items that are not appropriate for our children or for Christians trying to live their lives and filter their decisions through a Biblical lens. We believe that benefits to the student from access to the internet in the form of information resources and opportunities for collaboration exceed the disadvantages. However, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow using the Internet.

The use of the computer is a privilege, not a right. Inappropriate use will result in removal of the privilege. Any misuse will result in disciplinary action and/or financial reimbursement for damages. Any cost incurred by the school due to inappropriate use will be billed to the student's parents or guardians. It is each student's responsibility to avoid actions which are improper, immoral or illegal and to use these electronic resources for matters directly related to their academic or school-approved extracurricular activities.

The following guidelines are presented in an effort to maximize your student's experience with technology at Christian Academy, to provide greater security for both the students and the school, and to exercise our responsibility to be good stewards of the resources that have been provided for us.

*All guidelines for use apply to any student, faculty or staff member, as well as appointed volunteers who may be using the school's technology resources, at any time.*

## Internet usage

### I. Libel and harassment

Students must remember that information/material distributed through the Internet is considered "public." No libel or harassment will be tolerated when using school technology resources.

Libel is false publication in writing or in signs that maliciously damage a person's reputation. Harassment includes but may not be limited to abusive or foul language, attempts to "fill" electronic mailboxes and posting obscene images or texts.

### II. Inappropriate access and usage

Students may not use the computer to access any inappropriate material found on the Internet. Christian Academy will make every effort to block inappropriate sites by using filtering software. There is no software that offers 100% protection from inappropriate material; therefore, students must exercise responsibility and integrity when using the Internet. As a general rule, if you would not want your teacher or parents to see what you are viewing on the Internet, it should be considered "inappropriate." It is the student's responsibility to inform a teacher immediately if something inappropriate is viewed on the Internet while working with technology resources at Christian Academy.

### III. Privacy

Students should not reveal their own or other students' personal address, telephone number, social security number or any other kind of account information while on the Internet.

Students must never answer inappropriate messages from strangers who contact you over the Internet and must never arrange meetings with strangers who may attempt to contact you.

Within the school network, however, anonymity is not allowed; it will be helpful and sometimes required to state your full name when communicating to another within the school network.

#### IV. Theft

Rules of plagiarism apply to information found on the Internet. When using information from the Internet, students and teachers need to appropriately cite sources used in reporting. Respect for copyright laws must be shown for all material downloaded from the Internet.

No material should be sent through Christian Academy technology resources that is in violation of local, state, or federal laws. This includes, but is not limited to, material covered by trade secret.

#### V. Vandalism

In this situation, vandalism refers to deliberate attempts to damage hardware, software, or information residing on the school network. This includes any attempts at "hacking" to violate accounts, files or programs. It includes the deliberate infecting of the network with a "virus," attempts to make changes to software, other students' files, or other private files. This policy includes "pranks" such as unplugging network cables, removing the "roller balls" from mice, etc. Use of the computer in any way other than in accordance with school policy and/or teacher permission could be construed as vandalism.

#### Computer Lab and Technology Resource policies

- ❖ Students are encouraged to utilize Christian Academy technology resources whenever possible and to ask for help with computer use and online research, when needed. They are asked to treat the equipment with care and to ENJOY THESE RESOURCES as part of their overall learning experience.

Unless otherwise directed by a teacher or staff member, students are not permitted ...

- To utilize the lab without adult supervision
- To bring food or drink to the lab before, during or after school hours
- To install computer programs, including games or other downloadable files such as music, on any computer
- To delete programs
- To change computer color schemes or desktop configurations
- To exit to the DOS prompt to list or manipulate file directories or to run programs
- To change any system configurations
- To remove CDs, books, computer disks from the lab
- To rename any computer files
- To move program or document files
- To change, move, or otherwise tamper with computer hardware or network connections
- To e-mail or instant message on school computers; to ever read e-mail from an unknown screen name on any school computer (applies only to students in grades K-8)

**Christian Academy of Myrtle Beach  
Acceptable Use of Technology Resources  
Agreement to Policy Statements**



*This form must be turned into the office each year before a student will be permitted to utilize Christian Academy's technology resources.*

I have read and understand these *Acceptable Use for Technology* guidelines and policies. I understand that strict adherence to these is required and I pledge to adhere to them. I understand that not doing so can result in disciplinary action and loss of technology and/or lab privileges. I understand that my family and I will be responsible for all materials, repairs and labor costs associated with any violation of school policy that results in damage to our technology resources.

I understand that any form of harassment, including written or verbal harassment in the form of voice mail, text messaging, electronic messaging systems, electronic mail, or use of the school's Internet or intranet sites will not be tolerated. Harassment may include easily identifiable acts of verbal, written or physical abuse. It may also include more subtle, but equally damaging forms of harassment such as graffiti and remarks or "humor" that negatively stereotype individuals or the school. No matter what form it takes, harassment of any member of this community is strictly prohibited.

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Student signature \_\_\_\_\_ Date \_\_\_\_\_

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Parent signature \_\_\_\_\_ Date \_\_\_\_\_

# Technology Policies Specific to Christian Academy High School



- ❖ *Technology resources will only be issued to students who have attended an orientation with Christian Academy related to Acceptable Use policies and guidelines*
- ❖ *Laptop computers are the property of and under the supervision of Christian Academy. The school reserves the right to limit or suspend student access and use of the laptop computers, at the sole discretion of the administration.*
- ❖ *All repair issues must go through Joy Perry.*
- ❖ *Downloading of school related and/or non-school related items will be closely monitored on computers which are property of Christian Academy. Any downloads that impede the effective use of the computer will be removed and/or other disciplinary action will be taken.*
- ❖ *Students are responsible for costs incurred through accidental damage. If the laptop is unable to be repaired, the family is responsible for the replacement cost of \$1500.00 for the laptop.*
- ❖ *I understand that any form of harassment, including written or verbal harassment in the form of voice mail, text messaging, electronic messaging systems, electronic mail, or use of the school's Internet or intranet sites will not be tolerated. Harassment may include easily identifiable acts of verbal, written or physical abuse. It may also include more subtle, but equally damaging forms of harassment such as graffiti and remarks or "humor" that negatively stereotype individuals or the school. No matter what form it takes, harassment of any member of this community is strictly prohibited.*

*I have attended an orientation with Christian Academy faculty and agree with the guidelines and policies set forth at that time and in writing as reflected in the school's Acceptable Use Policy Statement ---Technology.*

\_\_\_\_\_  
Student signature Date

*I have read and understand the guidelines and policies set forth in the Acceptable Use Policy.*

\_\_\_\_\_  
Parent signature Date

**For high school students only---**

**Date Laptop was issued** \_\_\_\_\_  
**Laptop model** \_\_\_\_\_  
**Serial number of laptop** \_\_\_\_\_

**CHRISTIAN ACADEMY**  
**2011-2012**  
**SCHOOL CALENDAR**  
CHRISTIAN ACADEMY  
P.O. Box 2250  
Myrtle Beach, SC 29578  
E-MAIL: [office@ChristianAcademyOnline.org](mailto:office@ChristianAcademyOnline.org)  
[ChristianAcademyOnline.org](http://ChristianAcademyOnline.org)  
(3-25-11)

**August**

15-19 Teacher Work Days/Staff Development  
16 New Family Open House  
(7:00 pm)  
18 Back to School Open House  
(6:30-8:30pm)  
22 Students' First Day

**September**

5 Labor Day – School Closed  
26 Interim Reports

**October**

7 Half Day for Students  
Staff Development  
12 PSAT 8<sup>th</sup>/10<sup>th</sup>/11<sup>th</sup> grades  
24 End of first grading period  
31 Fall Break for Students and Staff

**November**

1 Student Holiday/ Teacher Work Day  
2 Report Cards Sent Home  
2,3,4 Parent/Teacher Conferences  
(Held after school)  
23 Half Day for Students and Staff  
24, 25 Thanksgiving Holiday

**December**

5 Interim Reports  
20 Half Day for Students and Staff  
21-30 Christmas Holiday

**January**

2 Christmas Holiday  
3 Student Holiday/ Teacher Work Day  
4 Students Return  
9-13 High School Exams  
12 Half day for High School students  
12 End of Second Grading Period  
13 Half day for all students  
16 Martin Luther King Day  
Student and Staff Holiday  
(Inclement weather makeup day optional)  
23 Report Cards Sent Home

**February**

17 Half Day for Students  
Staff Development  
20 Teacher and Student Holiday  
21 Teacher Work Day/Student Holiday  
22 Interim Reports

**March**

2 Half Day for Students  
Staff Development  
21 End of third grading period  
26 Report Cards sent home

**April**

6-13 Easter Holiday  
23-27 Standardized Testing

**May**

4 Interim Reports  
Half Day for Students  
Staff Development  
21-24 High School Exams  
23-24 Half day for High School students  
25 Field Day  
Half Day for Students and Staff  
28 Memorial Day (School Closed)  
29 Senior Graduation  
Full Day for Students  
31 Kinder Graduation  
Half Day for Students  
Staff Development

**June**

1 Last Day for Students  
End of Fourth Grading Period  
Report Cards Sent Home  
Half Day for Students/  
Staff Development  
4-5 Teacher Work Days

**\*Make up days: February 21, May 28**

Any non-instructional day, including Saturdays,  
may be considered as a school cancellation  
makeup day.

*The Board of Trustees reserves the right to change any policy or procedure at any time in its sole discretion after reasonable notice to constituents.*

This handbook is designed to be a useful resource for our school families.  
Please submit any suggestions of improvement in writing to the office.