

# **CHRISTIAN ACADEMY**

## **FAMILY HANDBOOK**

**2022-2023**



# **CHRISTIAN ACADEMY OF MYRTLE BEACH**

## **Family Handbook 2022-2023**

**School Address: 291 Ronald McNair Blvd., Myrtle Beach, SC 29579**

**Phone Number: 843-236-6222**

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**Office E-Mail Address: [office@christianacademysaints.org](mailto:office@christianacademysaints.org)**

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**Attendance E-Mail Address: [attendance@christianacademysaints.org](mailto:attendance@christianacademysaints.org)**

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

Christian Academy of Myrtle Beach is also a STEM certified school through Cognia and SCISA.

Head of School: Katherine Cannon

Administrator: Nancy Henry

Assistant Head of School, Upper School: Sherri Tomlinson

Registrar: Scarlet Fowler

Dean of Students, Assistant Head of School: Patrick Jones

Director of Development & Admissions: Kat Elkes

Director of Business Business Operations: Erika Fritz

Office Coordinator: Whitney Gallaway

Administrative Assistant: Casey Fulford

Athletic Director: PC Henry

Assistant Athletic Director: Jason Warren

Health Care: Ginger Jordan

Receptionist & Attendance Coordinator: Theresa Jordan

Lunch Coordinator & After Care Coordinator: Julie Allabach

Activities Coordinator: Morina Martin

Chapel Coordinator: Tommy Moore

Junior/Senior Trip Advisor: Tommy Moore

Technology, STEM & Middle School Trip Coordinator: Joy Perry

Security: Patrick Jones, Wayne Kruger

## **Vision & Mission Statement of Christian Academy**

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 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.

### **Vision**

The vision of Christian Academy of Myrtle Beach is to graduate spiritually and intellectually equipped young men and women to profoundly impact the world and lead it to Christ.

### **Mission**

Christian Academy is a Christ-centered school serving our community by developing young Christian leaders through partnering with parents; to fuse our Christian faith with academics, athletics and fine arts into an excellent educational experience, and to graduate students prepared for college and ready to impact the world for Christ. The underlying mission of

Christian Academy of Myrtle Beach is "to provide academic excellence in a Christ-centered environment."

### **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 in 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.
9. We believe God's plan for human sexuality is to be expressed only within the context of marriage, that God created man and woman as unique biological persons made to complete each other. God instituted monogamous marriage between male and female as the foundation of the family and the basic structure of human society. For this reason, we believe that marriage is exclusively the union of one genetic male and one genetic female. Genesis 2:24; Matthew 19:5-6; Mark 10:6-9; Romans 1:26-27; 1 Corinthians 6:9.

Our Statement of Faith is not exhaustive of all of our beliefs. The Bible, as the inspired and infallible Word of God, speaks with absolute authority regarding the proper conduct of mankind and is the unchanging foundation for all belief and behavior. The Christian Academy Board of Trustees holds final interpretive authority on biblical meaning and application with regard to faith, doctrine, policy, practice, and discipline.

### **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 math, science, social studies, history, fine arts, foreign language, technology 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. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

### **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)

### **2022-2023 SCHOOL YEAR THEME VERSE:**

*Whether you turn to the right or to the left, your ears will hear a voice behind you, saying,*

*“This is the way; walk in it.” Isaiah 30:1*

## **PARENT OPPORTUNITIES**

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

The PTF is a service organization of parents and faculty who plan activities and fundraisers 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. Call the school office for more information.

### **Saints Support: Tuition Assistance Program**

Christian Academy has established a tuition assistance program, called Saints Support, for families who qualify. Currently enrolled families must have applied by March 15, 2022 to be considered for assistance for the 2022-2023 school year. Application for the 2022-2023 school year will be available after January 15, 2022 and the forms must be received by F.A.S.T. (Financial Aid for School Tuition) by March 15, 2023. Questions about the tuition assistance program should be directed to the Business Office at any time throughout the year.



## CHRISTIAN ACADEMY

2022-2023

### TUITION AND FEES SCHEDULE

<u>GRADE</u>	<u>TUITION</u>
Kindergarten	\$6460.00
Grades 1-2	\$7875.00
Grades 3-8	\$8390.00
Grades 9-12	\$9440.00

#### **\*FEES**

- **\$325 Education Fee per student at the time of re-enrollment with a maximum fee of \$1000.00 per family.**

#### **\*TUITION**

**-Payment options are:**

- 1) Annual Tuition - Pay in full on or before June 1, 2022.
- 2) Semi-Annual Tuition - Half tuition is due on or before June 1, 2022; half due on or before December 1, 2022
- 3) Monthly bank drafts (12 months)-  
**First monthly tuition payment is due June 1, 2022 for the school year beginning August 2022. The following monthly payment figures are based upon enrollment as of June 1, 2022:**

**K-** \$538.33 (x12mos); **Grades 1-2** \$656.25 (x12mos);

**Grades 3-8** \$699.17 (x12mos); **Grades 9-12** -\$786.67 (x12mos)

For students who enroll after June 2022, monthly tuition payments will be calculated by the number of months remaining to be paid in full by May 2023. **Tuition payments are due on the first of each month.**

#### **\*MULTIPLE CHILD DISCOUNT**

Families enrolling with three children will receive a 50% discount on the third child's tuition. Families with four children will receive 50% discount on the third child's tuition and 75% on the fourth child's tuition.

#### **\*PASTOR DISCOUNT AND ACTIVE MILITARY DISCOUNT**

These discounts may be available to qualifying families. Please see our business manager for details.

#### **\*SAINTS LEGACY DISCOUNT**

Children of alumni receive a 25% discount per child.

#### **\*ACCOUNT BALANCE**

- Account balances should be current for students to re-enroll for the upcoming year. Report cards, student records, and transcripts will be withheld for non-current accounts.

**\*Tuition payments and fees are non-refundable\***  
**\*Only one discount type may be applied per family\***



Student's name (Last, First) \_\_\_\_\_ Entering Grade \_\_\_\_\_ 2022-2023 School Year

### Financial Commitment Agreement for 2022-2023

- We agree to pay the tuition according to the following arrangements and to conclude all required payments before the last day of school. Three options for payment are:
  - Payment in full – due on or before June 1, 2022
  - Semi-annual tuition: half due on or before June 1, 2022; half due on or before December 1, 2022
  - Quarterly bank drafts: June, 2022; September 2022; December 2022; March 2023
  - Monthly bank drafts beginning June 1, 2022 and ending May 1, 2023
- We understand that upon signing this agreement, we are enrolling our student and committing to pay the full tuition for the entire 2022-2023 school year, regardless of whether the student ever attends Christian Academy or separates from the school at any time. All parents/guardians are asked to sign this agreement, and by doing so, are accepting individual and joint responsibility for all tuition payments. Any tuition payments made are non-refundable and non-transferable.**
- We understand that there may be a late charge of \$30.00 for any tuition payment received more than ten days after the due date.
- We understand that there may be a charge of \$30.00 for any check returned to the school by the bank.
- We understand that in the event any student account is 60 days past due, our student will not be permitted to begin the second semester. A written request to continue enrollment, when an account is 60 days past due, must be submitted to the school administration for consideration and must have written approval of the Board Treasurer for enrollment to continue.
- We agree to pay any open balance on our account before requesting that report cards and/ or transcripts be released.
- We understand that our student may not be allowed to take final examinations if our account is delinquent.
- We understand that tuition and any fees from the previous year must be paid in full before July 1 in order to continue enrollment at Christian Academy. A written request to continue enrollment, when an account from the previous year is not paid in full by July 1, must be submitted to the school administration for consideration and must have written approval of the Board Treasurer for enrollment to continue.
- We understand that in the event of expulsion of our student, or if our student is asked to withdraw, and full tuition has not been paid, there is a \$1000.00 withdrawal fee if withdrawal is before February 1, 2023 and a \$500.00 withdrawal fee thereafter. All payments must be current, and any tuition payments made are non-refundable and non-transferable.**
- Exceptions to the above written Financial Commitment Agreement are: relocation beyond 50 miles of the school, death of a student, or death of a payer. These exceptions are to be submitted in writing to school administration within 30 days of the occurrence. Though families in these situations may be released from future tuition payments, any tuition already paid is non-refundable and non-transferable.
- In the event that a student who is on a monthly tuition plan stops attending Christian Academy for any reason, other than those listed above, before February 1, 2023, there will be a \$1000.00 withdrawal fee. For students who stop attending Christian Academy after February 1, 2023 there will be a \$500.00 withdrawal fee. If a student on a semi-annual tuition plan stops attending Christian Academy before full tuition is received, there will be a withdrawal fee of \$1000.00. All payments must be current, and any tuition payments made are non-refundable and non-transferable.
- We understand that this document is meant to be legally binding and we have read and agree to comply with the above commitment.

\_\_\_\_\_  
Printed Name of Father/Guardian

\_\_\_\_\_  
Printed Name of Mother/Guardian

\_\_\_\_\_  
Signature of Father/Guardian

\_\_\_\_\_  
Signature of Mother/Guardian

Date: \_\_\_\_\_

Date: \_\_\_\_\_

## **ACADEMIC AFFAIRS**

Classroom instruction will include traditional and contemporary teaching methods. Courses in Bible, mathematics, social studies, natural science, language arts, physical education, fine arts, foreign language, computer and STEM related courses 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/Cheating**

Plagiarism/cheating 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 assignment. This includes copying someone else’s work, copying from an undocumented source, or taking information directly off the internet without documentation. Plagiarism/cheating 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. Interim reports will be issued mid-way through the quarter. Report cards will be issued at the end of each quarter. Students taking high school classes will also receive semester grades. Formal parent-teacher conferences are held in November. Please see the Academic Calendar for exact dates. 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 parent-teacher conferences at any time they deem necessary.

**Paper reports will be given in Kindergarten through 2<sup>nd</sup> grades.**

**Interim Reports and Report Cards will be emailed via Renweb(FACTS) to all students in grades 3-12.**

### **Renweb(FACTS)**

Renweb(FACTS) is an online school management system. Grades 4 –12 utilize this system enabling parents and students 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. Renweb(FACTS) is also available as an app for mobile devices. Most all communication from the school to the students and parents will be through email via Renweb(FACTS). Please make sure to provide the office with current email information. Check emails regularly. For assistance with Renweb(FACTS), please contact the Business Office Manager.

### **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). Please refer to grade level handbooks/syllabi for more information.

### **Grading Scale**

<b><u>Grade</u></b>	<b><u>Percentage Scale</u></b>
A	90 - 100
B	80 - 89
C	70 - 79
D	60 - 69
F	0 - 59

### **Character and Work Habit Marks**

**E** = Exemplary                      **N** = Needs Improvement  
**S** = Satisfactory Progress        **U** = Unsatisfactory Progress

### **Special Area Grading**

All students will receive a grade no higher than an S at the Interim grading period, with the opportunity to receive an S+ or E at the end of each nine weeks.

## **Guidance Services/College Counseling/Academic Accommodations**

The classroom teacher is normally the person who provides individual guidance to a student. Prayer and God's Word will provide tremendous help to guide and direct the young person. An administrator will be contacted if assistance is needed or if there is a possible need for outside assistance (pastor, psychological assessment, tutoring, psycho-educational evaluation).

### **Academic Accommodations**

Proper documentation must be in place for a student to receive academic accommodations. Documentation must be submitted to the Head of School for review. Once the documentation has been reviewed, an appointment with the Head of School must be scheduled to discuss an academic accommodations plan.

Christian Academy of Myrtle Beach is committed to teaching your child in a regular education setting and allowing accommodations as outlined on the Accommodations Form, at the times they are deemed needed and reasonable by the teacher and administration.

Christian Academy of Myrtle Beach does not have an Academic Resource Center, thus any therapeutic work, academic coaching, or tutoring must be provided by the parents or guardians of the student.

Christian Academy of Myrtle Beach cannot guarantee the time or space during the school day for therapeutic work, tutoring or academic coaching. In most cases, any needed service of this type will need to be provided after school hours. In the event that time and space are available during the school day for an outside professional to work with a student, the school administration must approve all aspects of such plan.

### **Testing**

The testing program consists of pre-admission testing for all new students entering grades K-8. Those students entering high school may be asked to take a placement test as well. The Iowa Achievement test will be administered to grades K-10 in the spring. Results are sent to

the parents after they are received and a copy is placed in the child's permanent record. Students in the eighth and tenth grades are required to take the PSAT. Eleventh grade students will also be required to take the PSAT to participate in the National Merit Scholarship competition. Eleventh grade students are required to take the SAT and/or ACT at least one time prior to the end of their junior year. Seniors will be required to take the SAT and/or ACT during the fall and again in the spring if they score less than 1100 on the SAT or 24 on the ACT. Students enrolled in an AP level course will take the AP exam in May.

### **College Counseling**

College counseling services will be provided to high school students. High School students will meet with the College Counselor each year to discuss their course of study and establish plans for the college application process. During the junior year, students will complete a career-planning study. Juniors and Seniors are required to complete a College Planning Questionnaire in the fall. Students and parents are encouraged to work closely with the College Counselor in the college selection and the admissions process. Information and advice concerning financial aid (scholarships, loans, grants, etc.) are available from the College Counselor; however, it is the responsibility of the students and their parents to search and apply for these financial opportunities.

### **College Visits**

Juniors and Seniors are encouraged to take "college days" for the purpose of visiting colleges or universities. Juniors and seniors are permitted three days each year of pre-approved absences to visit a college campus. There is no academic penalty for college visits as long as all class work and homework is completed on the day the student returns. Students are asked to complete a Special Absence Request Form in order to receive approval for these days at least one week in advance. Documentation from the college/university confirming student attendance must be submitted upon return. If proper documentation from the college/university is submitted, these days (up to 3) will count as SA (Student Activity) in Renweb(FACTS) and will not count toward total student absences. If proper documentation is not submitted, these 3 days will count as absent excused. If a student is out for more that 3 days for college visits, these days will count as absent excused.

### **Course Change Requirements**

Students are given a schedule after thoughtful prayer and consideration and based upon Christian Academy graduation and South Carolina requirements. While schedule changes are uncommon, at times and under extenuating circumstances, a change may be considered. Final approval for any course change must be supported by parents, approved by administration, and completed within the first ten days of school.

## **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.

High School students who drive are only allowed to leave school during the school day with parental permission and administrative approval. Juniors and Seniors who have turned in the Motor Vehicle and Off Campus Consent form signed by their parents may sign out at lunchtime to leave campus. It is the responsibility of the parent to communicate with the attendance clerk to give permission for their child to sign out at any other time during the school day.

Juniors and Seniors who have excessive absences (over 10 unexcused and/or 20 total) will not be allowed to leave campus for lunch until absences are within acceptable limits. Juniors

and seniors who are absent from Chapel on Fridays will not be allowed to leave for lunch the following week.

Juniors and seniors who have study hall at the beginning or end of the day may submit a Study Hall-Request to Arrive Late/Leave Early form. Juniors and seniors must have grades of C or better in all classes in order to keep the privilege. Reports will be run at interim time and report card time to determine eligibility. Juniors and Seniors with grades below a C in any class will not be allowed to leave for lunch, and all students with a grade below a C may be required to attend study hall during the lunch period.

**Athletes leaving early must sign out at the front desk prior to leaving campus.**

## **ARRIVAL & DISMISSAL**

In order to help streamline arrival and dismissal, a staggered schedule is in place.

### **School Day Schedule**

Kindergarten 7:45-1:00

1st & 2nd grades 7:45-2:30

3rd grade 8:00-2:45

4th & 5th grades 8:00-3:00

6th - 12th grades 8:00-3:20

\*The doors open at 7:30am for the arrival of all students.

\*Parents should plan to arrive for pick up at the time of dismissal of the oldest student in the carpool.

### **Arrival**

**All students, including students of faculty members, should follow arrival procedures.**

#### **Grades K - 2 Arrival Procedures**

**Drivers should drop off their child(ren) at the main entrance to the building.**

**\*Parents should not drop off students in the parking lot by the playground or in the student lot by the athletic fields.**

Older siblings may be dropped off at the same time. Students will be greeted by a teacher in the car pool line. No students should be dropped off before 7:30am. **Students will report directly to their classroom upon arrival.** Class begins at 7:45am. If a student arrives after 7:45am, the parent and child will need to go to the front desk to receive a tardy slip before they go to class.

Parents who would like to park in the morning may park in the spaces at the main entrance to the building, in the front lot across from the school or the big lot by the playground. Parents must walk their child(ren) across the driveway to the teacher on duty. **No students should cross the driveway unattended.**

### **Grades 3 - 8 Arrival Procedures**

**Drivers should drop their child(ren) off at the main entrance of the building.**

**\*Parents should not drop off students in the parking lot by the playground or in the student lot by the athletic fields.**

**Students in grades 3-8 should report directly to their classroom upon arrival.** Class begins at 8:00am. All students arriving after 8:00 am must report to the front desk to receive a tardy slip to be admitted to class. No students should be dropped off before 7:30 am.

Parents who would like to park in the morning may park in the spaces at the main entrance to the building, in the front lot across from the school or the big lot by the playground. Parents must walk their child(ren) across the driveway to the teacher on duty. **No students should cross the driveway unattended.**

### **Grades 9 - 12 Arrival Procedures**

**Drivers should drop their child(ren) off at the main entrance of the building.**

**\*Parents should not drop off students in the parking lot by the playground or in the student lot by the athletic fields.**

**Students in grades 9-12 should report directly to their classroom upon arrival.** Class begins at 8:00am. All students arriving after 8:00 am must report to the front desk to receive a tardy slip to be admitted to class. No students should be dropped off before 7:30 am.

Parents who would like to park in the morning may park in the spaces at the main entrance to the building, in the front lot across from the school or the big lot by the playground.

**All high school** drivers should park in the lot near the athletic field and enter through the side door. If that lot is full, students may park in the lot by the playground and enter through the main entrance. A teacher will be on duty to greet students. High school students should report directly to their classroom upon arrival.

**PACE** students should park in the lot near the athletic field, the front lot across from the school or the lot by the playground. Students may enter through the main entrance or the C Hall entrance. Students entering the C Hall entrance will need to ring the doorbell and wait to be admitted. PACE students will need to report to the front desk to sign in.

Parents who would like to park in the morning may park in the spaces at the main entrance to the building, in the front lot across from the school or the big lot by the playground. Parents must walk their child(ren) across the driveway to the teacher on duty. **No students should cross the driveway unattended.**

## **Dismissal**

### **Kindergarten Dismissal Procedures**

**Students in Kindergarten are dismissed at 1:00.**

Students will remain in the classroom until called for pickup. Drivers picking up students in Kindergarten should pick up from the main entrance of the building. Students will be called to the exit when their car pool arrives.

**A name card displaying your last name should be placed on a visor in your car to help with identification.**

### **Grades 1-2 Dismissal Procedures**

**Students in grades 1-2 are dismissed at 2:30 pm.**

Students in grades 1-2 will remain in the classroom until called for pickup. Students will be called to the exit when their car pool arrives.

Drivers picking up students in grades 1-2 should pick up from the main entrance to the building. **A name card displaying your last name should be placed on a visor in your car to help with identification.** Please pull forward as far as possible on the horseshoe. Students in grades 1-2 with older siblings will remain under teacher supervision until their car pool arrives.

Parents who would like to park in the afternoon may park in the lots located by the playground and walk to the main entrance to enter the building or pick up their child(ren).

**Children should not cross the driveway unattended.**

**\*Parents should plan to arrive for pick up at the time of dismissal of the oldest student in the carpool.**

**In order to help the dismissal process, we ask that all parents avoid entering the lobby area from 2:30- 3:20.**

### **Grade 3 Dismissal Procedures**

**Students in grade 3 are dismissed at 2:45 pm.**

Students in grades 3 will remain in the classroom until called for pickup. Students will be called to the exit when their car pool arrives.

Drivers picking up students in grades 3 should pick up from the main entrance to the building. **A name card displaying your last name should be placed on a visor in your car to help with identification.** Please pull forward as far as possible on the horseshoe. Students in grades 3 with older siblings will remain under teacher supervision until their car pool arrives

Parents who would like to park in the afternoon may park in the lots located by the playground and walk to the main entrance to enter the building or pick up their child(ren).

**Children should not cross the driveway unattended.**

**\*Parents should plan to arrive for pick up at the time of dismissal of the oldest student in the carpool.**

**Drivers picking up students in grade 3 should not arrive before 2:45.**

**In order to help the dismissal process, we ask that all parents avoid entering the lobby area from 2:30- 3:20.**

### **Grades 4-5 Dismissal Procedures**

**Students in grades 4-5 are dismissed at 3:00 pm.**

Students in grades 4-5 will remain in the classroom until called for pickup. Students will be called to the exit when their car pool arrives.

Drivers picking up students in grades 4-5 should pick up from the main entrance to the

building. **A name card displaying your last name should be placed on a visor in your car to help with identification.** Please pull forward as far as possible on the horseshoe. Students in grades 4-5 with older siblings will remain under teacher supervision until their car pool arrives

Parents who would like to park in the afternoon may park in the lots located by the playground and walk to the main entrance to enter the building or pick up their child(ren).

**Children should not cross the driveway unattended.**

**\*Parents should plan to arrive for pick up at the time of dismissal of the oldest student in the carpool.**

**Drivers picking up students in grade 4-5 should not arrive before 3:00.**

**In order to help the dismissal process, we ask that all parents avoid entering the lobby area from 2:30- 3:20.**

### **Grades 6-12 Dismissal Procedures**

**Students in grades 6-12 are dismissed at 3:20 pm.**

Students in grades 6-12 will remain in the classroom until called for pickup.

**Drivers picking up students in grades 6-12 should pick up from the main entrance of the building.**

**\*No student should be picked up from the parking lot by the playground or from the student lot by the athletic fields.**

Parents who would like to park in the afternoon may park in the lots located by the playground and walk to the main entrance to enter the building or pick up their child(ren).

**A name card displaying your last name should be placed on a visor in your car to help with identification.** Please pull forward as far as possible on the horseshoe.

**\*Parents should plan to arrive for pick up at the time of dismissal of the oldest student in the carpool.**

**Drivers picking up students in grades 6-12 should not arrive before 3:15.**

**No students should cross the driveway unattended.**

**In order to help the dismissal process, we ask that all parents avoid entering the lobby area from 2:30- 3:20.**

**Half-Day Dismissal Procedures**

- Kinders will be dismissed at 10:30.
- 1st & 2nd grades will be dismissed at 10:45. Drivers picking up students in 1st or 2nd grade should not arrive before 10:45.
- 3rd grade will be dismissed at 11:00. Drivers picking up students in 3rd grade should not arrive before 11:00.
- 4th & 5th grade students will be dismissed at 11:15. Drivers picking up students in 4th or 5th grade should not arrive before 11:15.
- 6<sup>th</sup> – 12<sup>th</sup> grade students will be dismissed at 11:30. Drivers picking up students in grade 6-12 should not arrive before 11:30.

The campus speed limit is 15 mph. Please drive with extreme caution while on campus.

Students driving on campus should adhere to the posted speed limit. Speeding or reckless driving may result in disciplinary action or loss of driving privileges.

**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 through email and/or social media. When a delay has been announced, teachers should plan to arrive no later than 30 minutes prior to the start of the school day. **Any exceptions will be determined by administration and approved by the Board of Trustees and announced to all school families.**

**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. A school closing or delay related to an emergency evacuation will be announced through email and/or social media. If there is an evacuation, parents will need to come to school as soon as possible to pick up their children.

## 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, period attendance is taken for each class(1<sup>st</sup> – 8<sup>th</sup>), including chapel.

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

### **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 or an email from the parents stating the reason for the absence will be expected upon the student's return to school. Parents choosing to send an email must send the correspondence to [attendance@christianacademysaints.org](mailto:attendance@christianacademysaints.org). If a child has been out for three or more days due to illness, a doctor's note is required upon the students' return to school.**

Parents are asked to email the attendance clerk at [attendance@christianacademysaints.org](mailto:attendance@christianacademysaints.org) by 8:30 am the morning of the absence and designate if homework is requested. Requested homework assignments can be retrieved from the office at 3:30 pm the day of the absence. Parents of students in grades 4-12 are encouraged to check Renweb(FACTS) for daily homework assignments. A general rule is one day to make up work for each day of absence. Students should be prepared to turn in assignments and/or take tests that were scheduled prior to an absence. Direct all questions to the classroom teachers regarding make up work. 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.

A warning letter will be sent to parents if a child reaches 5 unexcused absences or 10 total absences (excused & unexcused combined) or 3 unexcused absences or 5 total absences for high school credit semester long courses.

## 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 the front desk or online. These forms must be completed in advance of the date of the planned absences. All forms must be turned in to the office for approval. If approved, the days missed will be counted as Absent Excused (AE) in Renweb(FACTS). These days will be calculated into the total days missed for the year.

It is the responsibility of the student and parents to secure the class assignments for the time of the absence. After an absence, students should complete assignments within a reasonable amount of time as determined by the teacher. A general rule 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.

*Families who plan vacations during the school year should keep in mind the Excessive Absence policy and avoid accumulating unnecessary absences from school.*

## Unexcused Absences

A pattern of unexcused absences will necessitate a conference with the parents and an administrator. An excess of 10 or more unexcused absences or 5 or more unexcused absences for high school credit semester long courses will jeopardize promotion. Upper School students may not be given a passing grade in classes in which they have an excess of 10 or more unexcused absences or 5 or more unexcused absences for high school credit semester long courses.

Students should be prepared to turn in assignments and/or take tests that were scheduled prior to an absence. Direct all questions to the classroom teachers regarding missed work.

**A warning letter will be sent to parents if a child reaches 5 unexcused absences or 10 total absences (excused & unexcused combined) or 3 unexcused absences or 5 total absences for high school credit semester long courses.**

Juniors and Seniors who have excessive absences (over 10 unexcused and/or 20 total or 5 unexcused and/or 10 total for semester courses) will not be allowed to leave campus for lunch until absences are within acceptable limits.

Any high school student with excessive absences will not be allowed to exempt semester exams until absences are within acceptable limits.

### **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 an administrator to discuss a solution to the problem. **Students may arrive at school starting at 7:30am.** All students are expected to be ready to begin the school day by **7:45am for grades K-2** and **8:00am for grades 3-12.** Students who arrive to school tardy must sign in with the front desk to receive a tardy pass.

#### **Grades K-5:**

- 1) 5<sup>th</sup> tardy unexcused - Teacher should contact parent to inform parent of the total number of tardies.**
- 2) 10<sup>th</sup> tardy unexcused – The Attendance Clerk will contact parent. The Dean of Students will also contact parent. An Attendance Plan may be implemented at this time.**

#### **Grades 6-12:**

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

- 1) 1<sup>st</sup> tardy – Warning**
- 2) 2<sup>nd</sup> tardy – Teacher email parent**
- 3) 3<sup>rd</sup> tardy – Teacher 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 administration**
- 5) Each additional tardy – Discipline referral to administration**

**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 who appears to be ill.** After an illness, a student should be home until his temperature has been normal (100° or below), without medication, for 24 hours. Parents should email the attendance clerk at [attendance@christianacademysaints.org](mailto:attendance@christianacademysaints.org) as soon as possible to report a child's absence.

**Any student becoming ill at school will be assessed by the school nurse and/or office personnel and will be sent home only if necessary. Students should not use their cell phones to make "sick calls" to parents without first seeing the nurse or Office Manager.**

**A signed and dated note or an email from the parents stating the reason for the absence will be expected upon the student's return to school. Parents choosing to send an email must send the correspondence to [attendance@christianacademysaints.org](mailto:attendance@christianacademysaints.org). If a child has been out for three or more days due to illness, a doctor's note is required upon the students' return to school.**

Christian Academy generally follows DHEC guidelines as well as state and local laws regarding health related concerns.

### Excessive Absence Policy

Students in grades K-8 who are absent from school in excess of 20 school days during the year may not be promoted. Students in grades 6-12 who miss any one class in excess of 20 days during the year or 10 days for high school credit semester courses may not be awarded credit for the affected course. **Absences, both excused and unexcused, will be counted.** Absence from school due to participation in a school activity or event will be designated as SA (Student Activity) in Renweb(FACTS) and will not count toward the Excessive Absence policy. **Absences due to suspension will count toward the total number of absences, thus when a student exceeds 20 absences, he/she will be required to make up those days during Saturday school.**

Attendance will be reviewed by administration at the end of each quarter and parents will be notified regarding any concerns about a student's attendance.

Under special circumstances there may be mitigating conditions that preclude the student from avoiding excessive absences. The Administrative team will review the documentation provided by the parents to justify the excessive absences.

**A warning letter will be sent to parents if a child reaches 5 unexcused absences or 10 total absences (excused & unexcused combined) or 3 unexcused absences or 5 total absences for high school credit semester long courses.**

\*Juniors and Seniors who have excessive absences (over 10 unexcused and/or 20 total or 5 unexcused and/or 10 total for semester courses) will not be allowed to leave campus for

lunch until absences are within acceptable limits.

\*Any high school student with excessive absences (over 10 unexcused and/or 20 total or 5 unexcused and/or 10 total for semester courses) will not be allowed to exempt semester exams until absences are within acceptable limits.

\*Juniors and Seniors who are absent from chapel will not be allowed to leave campus for lunch the following week.

***Families who plan vacations during the school year should keep in mind the Excessive Absence policy and avoid accumulating unnecessary absences from school.***

### **Saturday Make-Up School**

Saturday school will be held once per month starting in November for those students needing to make up class time in excess of 10 unexcused absences and/or 20 total absences or 5 unexcused absences and/or 10 total absences for high school credit semester long courses. The student will be charged \$10.00 per hour. Charges for Saturday school will be billed through Renweb(FACTS). Students are expected to bring school work to complete during this time. The make up time will be coded as SA in Renweb(FACTS) noted Sat. School. Dates for Saturday school will be listed on the school calendar on Renweb(FACTS).

\*Juniors and Seniors who have excessive absences (over 10 unexcused and/or 20 total or 5 unexcused and/or 10 total for semester courses) will not be allowed to leave campus for lunch until absences are within acceptable limits.

\*Any high school student with excessive absences (over 10 unexcused and/or 20 total or 5 unexcused and/or 10 total for semester courses) will not be allowed to exempt semester exams until absences are within acceptable limits.

### **Homebound Student Status Due to Illness**

If, due to extended illness or recovery, a student is not able to physically attend school, a period of time will be granted to accommodate the student's needs. The initial period of time will be 10 school days. The maximum period allowed will be 20 school days. If more time is needed, the Administrative team will review the documentation provided by the parents to justify extending the homebound status. Parents/guardians will be responsible for regular communication with teachers and the daily drop off/pick up of assignments. Failure to do so will result in the withdrawal of the student.

### **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.

High School students who drive are only allowed to leave school during the school day with parental permission and administrative approval. Juniors and Seniors who have turned in the Motor Vehicle and Off Campus Consent form signed by their parents may sign out at lunchtime to leave campus. It is the responsibility of the parent to communicate with the attendance clerk to give permission for their child to sign out at any other time during the school day.

Juniors and Seniors who have excessive absences (over 10 unexcused and/or 20 total) will not be allowed to leave campus for lunch until absences are within acceptable limits. Juniors and seniors who are absent from Chapel on Fridays will not be allowed to leave for lunch the following week.

Juniors and seniors who have study hall at the beginning or end of the day may submit a Study Hall-Request to Arrive Late/Leave Early Form. Juniors and seniors must have grades of C or better in all classes in order to keep the privilege. Reports will be run at interim time and report card time to determine eligibility.

**Athletes leaving early must sign out at the front desk prior to leaving campus.**

### **Medications at School**

Daily medications should be administered to the student at home when possible. In order for over the counter (OTC) medications to be given at school, permission must be granted on the Medical Information page in Renweb(FACTS). For prescription medication to be administered, a "Permission for Prescription" form must be submitted to the school nurse or Office Manager. This form can be found on the Christian Academy web site under "Admissions" and then "Health Forms" or from the school nurse. 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.** This form can also be found on the school's website.

## 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, honesty and integrity 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, vaping and narcotics are not permitted. Weapons of any kind are not allowed on campus. This includes but is not limited to firearms and knives. Laser pointers of all colors are also not allowed on campus. Use of these will, in all likelihood, result in suspension or expulsion. A threatening comment, whether verbal or written, or a physical gesture that communicates harm to someone will be taken seriously. For students in all grades, this will result in being referred to an administrator. 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 may 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/her actions.

Attendance at Christian Academy is a privilege. Any student whose conduct or attitude shows him/her to be opposed to the basic principles and purpose of the school, repeatedly mock, scorn or display foolish behavior or who maliciously destroy school property will be expelled or asked to withdraw from school. Expulsion will result in forfeiture of any monthly-prepaid tuition. Parents are still held responsible for the remaining tuition balance for the year as outlined in the financial agreement.

(Proverbs 10:1, Proverbs 15:12, Proverbs 21:24)

### 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-administrator conference, which may or may not include the parent
- parent-teacher conference, which may or may not include the student
- after-school detention assigned by an administrator
- lunch/recess detention
- suspension
- expulsion

Under no circumstance will corporal punishment be administered at Christian Academy.

## 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/she is required to complete his/her 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/her re-enrollment if his/her 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 an administrator.)
- parent-teacher-administrator conference (This may include the student.)
- conference with the an administrator 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 Administration

If a child is referred an administrator by a staff member for a serious discipline concern, the parent will be notified.

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

## **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 an administrator. It is very important that prayerful Biblical communication occur as stated in Matthew 18 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 an 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/her 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.

## **GENERAL INFORMATION**

### **Advisory Groups**

The Advisory Program is designed as a mentor program for the middle and high school students. Advisory groups meet once per month for students in grades 6-12. Students will meet in small groups with an adult leader from the staff. The Middle School groups are divided by gender. High School groups are mixed gender. Advisory groups are a time to discuss topics that are relevant to students of this age guided by Scripture.

## **Aftercare**

Aftercare is available to students in grades K-5. Special consideration may be given to upper school students who need aftercare services. This program was designed to serve our families and support learning. The schedule consists of outdoor play, snack time, homework time, and indoor recreation. Electronic devices will only be used for educational purposes under direct teacher supervision and for a limited amount of time. Aftercare for Kindergarten begins at 1:00 pm. Aftercare for students in grades 1-5 begins at their dismissal time. All students must be picked up from aftercare by 5:30 pm. Parents must register for aftercare services. Aftercare forms are available through the Business Office. Parents should contact the Aftercare Coordinator for rates and availability.

## **Birthdays**

Christian Academy recognizes that children are a blessing. A student may celebrate his/her 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.

## **Cell Phone and Electronics Policy**

**Students in grades K-8 will be asked to keep** cell phones and all other electronic devices turned off or on silent between 7:30-3:20. All devices will be collected at the beginning of the school day by the students' first period teacher or homeroom teacher. Phones will be returned to students at the end of the day. For all K-8 students, we strongly recommend leaving personal devices at home. Students are welcome to use the front desk phones to call home as needed. Parents can leave a message at the front desk for their child if needed.

**High School students** may use their cell phones throughout the school day except during class time or study hall time. Devices should not be on their person during class time. All devices will be collected at the beginning of class.

Misuse of the cell phone/electronic device could result in disciplinary action or the device being kept in the office until the end of the school day and returned to the parent. Repeated misuse may result in the loss of cell phone/electronic device privileges at school.

**Students should not use their cell phones to make "sick calls" to parents without first seeing the 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 and administration reserve the right to monitor the use of all electronic devices, including the search of devices deemed necessary, 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. **All chapels will be held on Fridays.** Grades K, 1 and 2 will meet from 8:05-8:45am. Grades 3, 4 and 5 will meet from 10:30-11:10am. Middle School(Grades 6-8) will meet from 8:55-9:35am. High School(Grades 9-12) will meet from 9:45-10:25am.

Juniors and Seniors who are absent from chapel will not be allowed to leave campus for lunch the following week.

### **Child Abuse**

As a matter of law, the school is required to report suspected child abuse to the Department of Social Services.

### **Class Parties**

Class parties provided by room parents are scheduled during the year. The parties for grade K-5 are the Fall Festival, Christmas Party, and Valentine's Day Party. Classes in grades K-3 can also plan an Easter party for their class. Parties begin at 1:30 and should end by 2:30 (11:45-12:45 for Kindergarten). There should be a class cleanup after the party. An End of the Year class party may be planned for all grade levels as an all day event. Any travel off campus must be treated as a Field Trip, thus a Field Trip Request form must be completed and submitted to the office at least five days in advance for approval.

### **Community Service/Faith with Feet**

In an effort to teach respect for our community, develop responsible citizenship, and promote a servant's spirit, Christian Academy will provide opportunities for students to participate in community service projects throughout the year. Juniors and Seniors are required to complete an additional 30 hours of community service outside of school hours each year. Students are required to log community service hours describing the type of service and number of hours served. An authorized signature is required from a representative of the sponsoring organization. Community Service Forms are available in the office or online.

Classes across the grade levels are asked to identify areas within our local community and region in which to serve. Examples include Habitat for Humanity, local nursing homes,

community assistance centers and other local charities.

## **Foreign Missions**

### **Africa New Life**

Students in Grades K-12 have an opportunity to give to a Christian school, our “sister school” in Bugasera, Rwanda. Donations are collected at each grade level to help with sponsoring 13 students’ attendance in this Rwandan Christian school. Each class sets a goal of \$54/month to provide this support. Teachers share information and lead prayer for each student throughout the year. Parents are encouraged to help their children find creative ways to financially support this ministry.

\* Junior and Senior students have the opportunity to travel domestically or internationally during their junior and senior years to serve our friends abroad.

### **Crisis Management**

Christian Academy has in place a comprehensive Crisis Management plan. Drills are held on a regular basis in order to prepare students in the event of an emergency.

### **Email Accounts**

Students in grades 6-12 will be assigned a school email account. Graduate email accounts will be deleted in January of each year.

### **Field Trips/Extracurricular Activities**

#### **Transportation/Parent Involvement**

Field trips are planned for our students to support the instructional program and are considered regular attendance school days. 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. Students not participating in the field trip are required to attend school and complete all planned assignments.

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 and background check must be completed by all drivers and on file in the school office with necessary Driver’s License and insurance information. A photocopy of the Driver’s**

**License and current insurance information must be on file.** A background check will be run on any parent volunteering as a chaperone. 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.

### **Interactions with Students**

Interactions with students will be observable and interruptible.

### **Lockers**

Students in grades 6 through 12 will be assigned a locker and a combination lock for his/her personal use. Students may be asked to share a locker. Students are to keep their lockers clean and are not to change locks/lockers. Students are asked to keep their lockers locked at all times. 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. Christian Academy is not responsible for the damage or loss of items in lockers.

### **Lost and Found**

**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.** Lunch boxes and other food/drink related items found will be discarded at the end of each week. Unclaimed "lost and found" clothing items will be donated to a local charity periodically throughout the year. The "lost and found" rack is located in the foyer area.

### **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(FACTS) at designated times throughout the year. All students will eat lunch in either the lunchroom or classroom area on a rotating basis.

Nutritional information is available in the lunchroom for food provided by outside vendors. Parents are encouraged to visit the vendor website for more information.

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.**

Juniors and Seniors who are absent from chapel on Friday will not be allowed to leave for lunch the following week. Juniors and Seniors with grades below a C in any class will not be

allowed to leave for lunch.

### **Lunch Periods**

#### **Monday through Thursday**

##### **Grade**

K –2nd	Lunch 10:50-11:10	
3rd – 5th	Lunch 11:20-11:40	
6 <sup>th</sup> – 8 <sup>th</sup>	Lunch 11:45-12:05	Recess 12:05-12:35
9 <sup>th</sup> -12 <sup>th</sup>	Lunch 12:40-1:00	Recess 1:00-1:30

#### **Friday**

##### **Grade**

K –2nd	Lunch 10:50-11:10	
3rd – 5th	Lunch 11:20-11:40	
6 <sup>th</sup> -8 <sup>th</sup>	Lunch 12:00-12:20	Recess 12:20-12:45
9 <sup>th</sup> -12 <sup>th</sup>	Lunch 12:50-1:10	Recess 1:10-1:35

K-5 recess will be scheduled at varying times during the day.

### **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.

## **Social Media**

Christian Academy respects the rights of students to use social media. However, it is important for students to understand the need to exercise care in setting appropriate boundaries with all social media activity. Students who use social media must remember that any information posted reflects on the entire Christian Academy community and, as such, is subject to the same behavioral standards set forth in the Christian Academy covenant agreement for students grades 6-12, handbooks, and state and federal laws.

While Christian Academy does not monitor student social media accounts, the school has the right to act on information provided by third parties (i.e. students, parents and community members). Social media sites may be investigated in the event of allegations of lying, cheating, cyber bullying, illicit activities, plagiarism, or any other information as presented in the school handbooks.

Christian Academy appreciates and values positive comments made about the school family. Thank you in advance for remembering and following the Matthew 18 policy as noted the Family Handbook.

## **Student Records**

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

Any parent requesting records must complete an Authorization and Consent to Release form. The form is available in the Main Office.

## **Student Recognition**

To encourage academic progress and demonstration of positive character, student recognition will be given at the end of each grading period. The classroom teachers will send notification with the dates of the Award Chapels.

## **Substance Abuse Policy**

Christian Academy of Myrtle Beach is an alcohol, tobacco, and drug free campus. All personal items, lockers and vehicles are subject to search. Therefore, any student determined by the administration to be using or to be in possession of a controlled substance, alcohol, tobacco, or any type of smoking device or vaping device at any time, is subject to immediate removal from school. These items will be confiscated. In order to be eligible to return, a student must fulfill all requirements deemed necessary by administration.

Students of Christian Academy of Myrtle Beach are subject to the enforcement of these policies for the duration of their enrollment and not just for the period of time school is in

session. Therefore, the conduct of students on or off campus, during breaks, vacations, summer vacations or weekend is subject to discipline.

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.

- The administration of Christian Academy of Myrtle Beach, upon approval of the Board of Trustees, reserves the right to require a random alcohol and/or drug test with the understanding that student confidentiality will be maintained. The administration may conduct random on-campus searches for illegal substance.
- If the parents and/or the student refuse to submit to the required test, the student will be subject to immediate removal from Christian Academy.

Students attending Christian Academy of Myrtle Beach are expected to make choices consistent with the values and policies of the school as long as they are enrolled. Students who make choices in conflict with these values will be subject to disciplinary action by the school.

### **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 required 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 or verbal permission must be given by the parent to school personnel for the student to be able to leave the campus.

### **Volunteers**

It is our prayer that many parents and community members will want to serve the Lord as a volunteer at Christian Academy. PTF assists in identifying volunteers for the front desk and lunchroom. Parents will have the opportunity to sign up to volunteer in a variety of ways at the Back-to-School Open House. For the safety and security of the students, all volunteers are required to complete appropriate training and a background check. Parents interested in finding out more information on how to get involved should contact the main office.

## **CHRISTIAN ACADEMY UNIFORM POLICY**

## Grades K-8

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 academic, athletic or fine arts logo.

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

## Girls K-8

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. Opaque leggings or bike shorts must be worn under the jumper. Leggings worn under jumpers should be of school colors.
- Slacks/Capris** - Solid navy blue or khaki slacks and capris may be worn. No leggings (as pants), yoga pants or sweat pants should be worn to school.
- Shorts** - **K-5:** Solid navy blue or khaki shorts **no shorter than mid thigh** may be worn. Girls should not wear athletic shorts or knit shorts to school.
- 6-8:** Solid navy blue or khaki shorts that are **knee length** (Bermuda length -approximately 9-12 inches) may be worn. Girls should not wear athletic shorts or knit shorts to school.
- Skorts-** **K-5:** Solid navy blue or khaki skorts **no shorter than mid thigh** may be worn.
- 6-8:** Solid navy blue or khaki skorts **knee length or longer** may be worn.
- Skirts-** **K-5:** Girls in grades K-5 are allowed to wear navy or khaki skirts **no shorter than mid thigh** in length. Opaque solid color leggings of school colors or bike shorts must be worn underneath.
- 6-8:** Girls in grades 6-8 are allowed to wear navy or khaki skirts **knee length or longer**. Opaque solid color leggings of school colors must be worn underneath.

**Blouses and shirts** - Solid navy blue, red, or white shirts and blouses with a collar and

sleeves may be worn. Appropriate red, white, or navy t-shirts may be worn underneath collared shirts. Christian Academy recommends that all shirts blouses be embroidered with the Academic or Athletic Christian Academy logo.

**Christian Academy requires that all students grades K-8 purchase one solid red 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.**

**\*Sheer fabrics are not permissible.**

**\*Students may be required to tuck in shirts for certain events.**

**Socks & tights** - Socks worn to school must adhere to the school colors of red, white, and/or navy. Socks may also be black or grey. Tights should be solid red, white or navy.

**Shoes** - Closed toe and heel shoes in good repair must be worn at all times. Athletic shoes must be worn on the day of PE class.

**Sweater/Vests/Sweatshirts** - Sweaters/vests/sweatshirts may be navy blue, red, white or any combination of these colors. These tops may be cardigan or pullover style. Students may also wear an approved CA Athletic Booster Club sweatshirt. No logo should be visible except the academic, athletic or fine arts school logo. A collared shirt must be worn under sweaters, vests and sweatshirts.

**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 an administrator.

**Accessories** – Girls may wear accessories that are in keeping with the school colors of red, white and/or navy. No hats are to be worn in the building.

### **Boys K-8**

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

**Pants** - Boys may wear solid navy blue or khaki pants. No sweat pants or athletic gear should be worn to school.

**Shorts** - **K-5:** Solid navy blue or khaki shorts **no shorter than mid thigh** may be worn. Boys should not wear athletic shorts or knit shorts to school.

**6-8:** Solid navy blue or khaki shorts that are **knee length** (Bermuda length)

-approximately 9-12 inches) may be worn. Boys should not wear athletic shorts or knit shorts to school.

**Shirts -** Solid navy blue, red, or white shirts with a collar and sleeves must be worn. Appropriate red, white, or navy t-shirts may be worn underneath collared shirts. Christian Academy recommends that all shirts have the academic, athletic or fine arts logo.

**Christian Academy requires that all students grades K-8 purchase one solid red 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.**

**\* Sheer fabrics are not permissible.**

**\*Students may be required to tuck in shirts for certain events.**

**Socks -** Socks worn to school must adhere to the school colors of red, white, and/or navy. Black and grey socks are also permissible.

**Shoes -**Closed toe and heel shoes in good repair must be worn at all times. Athletic shoes must be worn on the day of PE class.

**Sweaters/Vests/Sweatshirts -** Sweaters/vests/sweatshirts may be navy blue, red, white or any combination of these colors. These tops may be cardigan or pullover style. Students may also wear an approved CA Athletic Booster Club sweatshirt. No logo should be visible except the academic, athletic or fine arts school logo. A collared shirt must be worn under sweaters, vests and sweatshirts.

### **All Students Grades K-8**

#### **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 in the school colors of navy blue, red and/or white, with no logo except for the school academic, athletic or fine arts logo. Students may also wear an approved CA Athletic Booster Club sweatshirt. A collared shirt must be worn underneath.

#### **Game Day Dress**

Athletes should wear khaki pants and a team t-shirt. If a team t-shirt is not available, the CA spirit shirt can be worn. Athletes should follow this guideline unless given other directions from their coach. CA issued sweat suits may be worn if directed by the coach.

## **Appearance**

- **All clothing should be in keeping with and in support of Christian ideals.**
- **Modesty should be the key when making clothing choices.**
- **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 cannot cover the eyes and hair cannot be longer than chin length or it must be neatly pulled back.**
- **Facial hair should be kept short, 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.**
- **Hats should not be worn in the building.**
- **Sheer fabrics are not permissible.**
- **All clothing should be in good repair (no holes, rips or tears).**

**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 an approved Christian Academy spirit t-shirt. CA spirit shirts proudly display the Christian Academy logo (academic, athletic, fine arts) and/or the words “Christian Academy” and can be worn with jeans, which are neat in appearance (no holes, rips or tears) or other school approved bottom. This is a day to look forward to proudly showing school spirit by wearing approved Christian Academy attire. CA t-shirts may also be worn on appropriate field trips.

Outerwear (hoodies, sweatshirts, jackets) should be in the red, white and/or navy color scheme. Students may also choose to wear an approved CA Athletic Booster Club sweatshirt. Any student not in spirit attire should be in regular school uniform.

### **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:

- All clothing should be in keeping with and in support of Christian ideals.
- Short length should follow stated guideline. Athletic shorts may be worn on Dress Down Days only.
- Regular loose fitting athletic pants may be worn on Dress Down Days only.
- Leggings should not be worn as pants. Leggings should only be worn under tunic tops, skirts or dresses knee length or longer. Yoga pants or thin knit pants should not be worn to school.
- Pajama pants should not be worn as pants.
- Tank tops or sleeveless tops should not be worn (sleeves are required).
- Undergarments should not be visible.
- Sheer fabrics are not permissible.
- All clothing should be in good repair (no holes, rips or tears).
- No flip-flops or open toe/heel shoes are allowed for grades K-8.
- Skirts/dresses: Skirts or dresses can be worn on dress down days.

**Girls K-5:** Skirts/dresses should be mid thigh or longer. Bike shorts or opaque leggings must be worn underneath

**Girls 6-8:** Skirts/dresses should be knee length or longer. Opaque leggings must be worn 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 administration of the school. It is each student's responsibility to follow the uniform policy at all times.

## HANDLING DRESS CODE VIOLATIONS

Homeroom teachers are responsible to handle dress code violations at the beginning of the school day.

**In grades K to 5**, teachers will be expected to contact parents regarding the uniform violation. Teachers may make the decision to call parents to bring appropriate clothing to school. Teachers should record any uniform violations on a purple form and keep on file in the classroom.

**For middle school**, no warnings will be issued. Any student in violation of the dress code will be sent to the front office to call home. A parent will be required to bring the appropriate clothing to school before the student will be allowed to return to the classroom. The teacher identifying the violation will complete a discipline form. The form should be turned in to the Dean of Students to be kept on file.

## High School Dress Code 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, 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.

Beginning in ninth grade, Christian Academy High School students have expanded uniform options. There is no logo restriction for high school. Christian Academy High School students will adhere to the following guidelines:

**Shirts - Basic crew style t-shirts are not to be worn to school except on Friday when students are to wear an approved CA spirit shirt.**

All clothing should be in keeping with and in support of Christian ideals.

Young ladies may wear any color dress blouse/top with sleeves. No sleeveless or tank tops should be worn. Sheer fabrics are not permissible. Shirts must be long enough to cover the midriff. Undergarments should not be visible.

Young men may wear any color, collared shirt with sleeves. No sleeveless or tank tops should be worn.

**Blazers/Jackets/Vests/Cardigan Sweaters** – Young ladies and men may wear any color blazer/jacket/vest/ cardigan sweater. Young men should wear a collared shirt at all times.

Young ladies should wear a dress blouse/top at all times.

**No basic t-shirts or tank tops should be worn.**

**Sweatshirts/Hoodies/Pull Over Sweaters**– High School students may wear any color sweatshirt/hoodie/pull over sweater.

**Any shirt visible underneath should follow the shirt guideline stated above.**

**Pants** - Young ladies and men may wear any solid color or print pant. Leggings, yoga pants or sweat pants should not be worn to school. Blue jeans should only be worn on Spirit Days. Pants should not be excessively tight fitting or baggy in appearance. Pants should be in good repair with no holes, rips or tears.

**Capris** - Young ladies may wear any solid color or print capris. Blue jeans should only be worn on Spirit Days. Pants should not be excessively tight fitting or baggy in appearance. Pants should be in good repair with no holes, rips or tears.

**Shorts** - Young ladies and men may wear any solid color or print shorts. Shorts should be **knee length** (Bermuda length -approximately 9-12 inches). No knit shorts or athletic shorts should be worn to school. Blue jean shorts should only be worn on Spirit Days. Shorts should not be excessively tight fitting or baggy in appearance.

**Dresses** – Young ladies may wear any color dress with sleeves that is **knee length or below**. No sleeveless or tank dresses should be worn to school.

**Skirts**- Young ladies may wear any solid color skirt that is **knee length or below**.

**Shoes** - Young ladies and men may wear any type of shoe. Sandals and flip flops are allowed.

### **Game Day Dress**

Athletes should wear khaki pants and a team t-shirt. If a team t-shirt is not available, the CA spirit shirt can be worn. Athletes should follow this guideline unless given other directions from their coach. CA issued sweat suits may be worn if directed by the coach.

### **Appearance**

- **All clothing should be in keeping with and in support of Christian ideals.**
- **Modesty should be the key when making clothing choices.**
- **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 cannot cover the eyes and hair cannot be longer than chin length or it must be neatly pulled back.**
- **Facial hair should be kept short, well groomed and neatly trimmed.**
- **Students are only allowed to wear jewelry that is in keeping with and in support of Christian ideals.**
- **No student should wear his/her hair in a way that draws unnecessary attention to one's self.**
- **Hats should not be worn in the building.**
- **All clothing should be in good repair (no holes, rips or tears).**

### **CA Spirit Day**

Every Friday is CA Spirit Day. On this day, students can wear an approved Christian Academy spirit t-shirt. CA spirit shirts proudly display the Christian Academy logo (academic, athletic, fine arts) and/or the words “Christian Academy” and can be worn with jeans, which are neat in appearance (no holes, rips or tears) or other school approved bottom. This is a day to look forward to proudly showing school spirit by wearing approved Christian Academy attire. CA t-shirts may also be worn on appropriate field trips. Outerwear (hoodies, sweatshirts, jackets) should be in the red, white and/or navy color scheme. Students may also choose to wear an approved CA Athletic Booster Club sweatshirt. Any student not in spirit attire should be in regular school uniform.

### **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:

- All clothing should be in keeping with and in support of Christian ideals.
- Shorts should be **knee length** (Bermuda length -approximately 9-12 inches). Athletic shorts may be worn on Dress Down Days only.
- Regular loose fitting athletic pants may be worn on Dress Down Days only.
- Leggings should not be worn as pants. Leggings should only be worn under tunic tops, skirts or dresses knee length or longer. Yoga pants or thin knit pants should not be worn to school.

- Pajama pants should not be worn as pants.
- Tank tops or sleeveless tops should not be worn (sleeves are required).
- Undergarments should not be visible.
- Sheer fabrics are not permissible.
- All clothing should be in good repair (no holes, rips or tears).
- Dresses/tunics/skirts should be **knee length or longer**.

### **Dress for Special Events**

Dress requirements will be given to the students prior to each special event. All students are expected to dress modestly and appropriately for the event they are attending. Students will be expected to follow the dress requirement or may not be allowed to participate in the planned event. Students are expected to share the guidelines with any guests.

Keep in mind...

- Young men may 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 that have neat, finished hems.
- Skirts/Dresses worn to academic events should be knee length or longer.
- Students attending a SCISA event must follow SCISA guidelines.
- Young men may be asked to wear a blazer to clearly defined community events.
- The type of pant, shirt, blazer and tie required for young men will be defined by the event and determined by the administration.
- Shoes should be appropriate for the time of day and type of event.

### **Dress Code for Senior Day and Graduation**

#### **Seniors**

#### **Senior Day**

**Young ladies:** Dresses should be no shorter than 4 inches above the knee. Pant outfits are also appropriate. No strapless dresses/tops please. Shoes should be modest in height and comfortable to stand and walk in as they will be moving on and off the stage.

**Young men:** Young men should wear dress slacks, a dress shirt with a tie and dress shoes. No tennis shoes please. Blazers optional.

## **Graduation**

**Young ladies:** Dresses should be no shorter than 4 inches above the knee. Pant outfits are also appropriate.

Shoes should be modest in height and comfortable to stand and walk in as they will be moving on and off the stage.

**Young men:** Young men should wear dress slacks, a dress shirt (white or light blue) with a tie (red/navy color scheme) and dress shoes. No tennis shoes please.

## **Junior Marshals**

### **Senior Day**

**Young ladies:** Young ladies should wear traditional Sunday church attire. Dresses should be no shorter than 4 inches above the knee. No strapless dresses/tops please. Shoes should be modest in height and comfortable to stand and walk in as they will be on their feet quite a bit. In order to identify our Junior Marshals, they will wear a white sash during the events.

**Young men:** Young men should wear dress slacks, a white dress shirt with a tie, a blazer, and dress shoes. No tennis shoes please.

## **Graduation**

**Young ladies:** Young ladies should wear traditional Sunday church attire. Dresses should be no shorter than 4 inches above the knee. No strapless dresses/tops please. Shoes should be modest in height and comfortable to stand and walk in as they will be on their feet quite a bit. **The tradition is for Junior Marshals to wear white to graduation.** Please note that wearing white is optional. We are not requiring you to purchase a white dress. In order to identify our Junior Marshals, they will wear a white sash during the events.

**Young men:** Young men should wear dress slacks, a white dress shirt with a tie, a blazer, and dress shoes. No tennis shoes please.

## **Event Dress Code for Dances and Prom**

**Young Ladies:** Young ladies are asked to wear a dress or gown that is modest in appearance, one that shows no cleavage and is no shorter than four inches above the knee. Formal floor length or tea length gowns are encouraged for the Prom. Two-piece dresses showing midriff should be modest and cover the belly button with not more than one inch

visibility. Dresses should not have side, front or back slits that are above four inches above the knee. Strapless or halter dresses are allowed, however they should show no cleavage. Dresses with low necklines or revealing necklines are not appropriate. Dresses should be cut no lower than the middle of the back.

**Young Men:** Young men may choose to wear a tuxedo to the Prom, but please know that this is optional. Wearing a jacket, tie and dress slacks is appropriate as well.

Administration is always here to help. If you have a question about a particular outfit, please see an administrator.

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

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 administration of the school. It is each student's responsibility to follow the uniform policy at all times.

### **HANDLING DRESS CODE VIOLATIONS**

**For High school, no warnings will be issued. Any student in violation of the dress code will be sent to the front office to call home. A parent will be required to bring the appropriate clothing to school before the student will be allowed to return to the classroom. The teacher identifying the violation will complete a discipline form. The form should be turned in to the Dean of Students to be kept on file.**

### **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 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 might 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 are 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 Terminal 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)**





## *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 not to place any stickers on the laptop.*
  
- ❖ *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 up to \$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*



## Christian Academy of Myrtle Beach | 2022-2023 CALENDAR

**10-12, 15, 16-** Staff development days  
**17-** Students' first day of school

AUGUST '22						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

FEBRUARY '23						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

**9-** Interims sent home  
**20-** Presidents' Day-School closed  
**21-** No school for students; Staff development day  
**22-** Students return

**5-** Labor Day-School closed  
**19-** Interims sent home

SEPTEMBER '22						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

MARCH '23						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

**10-** ½ day for all  
**13-** School Holiday-school closed  
**20-** End of 3<sup>rd</sup> quarter  
**24-** Report Cards sent home

**7-** ½ day for all  
**10-** Fall Break, School closed  
**11-** Fall Break for students; Staff development day  
**12-** Students return  
**12-** PSAT  
**21-** End of 1<sup>st</sup> quarter  
**26-** Report cards sent home

OCTOBER '22						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

APRIL '23						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

**3-7, 10-** Spring Break  
**17-21-** Standardized testing grades K-10  
**28-** Interims sent home

**1-3-** Parent-Teacher conferences  
**8-** SEAS Dinner & Auction  
**23-25-** Thanksgiving Break-School closed  
**21-** Interims sent home

NOVEMBER '22						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

MAY '23						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

**5-** ½ day for all  
**16-19-** High school exams  
**16-19-** ½ day for high school only  
**24-** Senior Day  
**25-** Senior Graduation  
**26-** Field Day; ½ day for all  
**29-** Memorial's Day-school closed

**13-16-** High School Exams  
**13-15-** ½ days for high school only  
**16-** ½ day for all  
**19-30-** Christmas Holiday-school closed

DECEMBER '22						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

JUNE '23						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

**1-** Kinder graduation; ½ day for students; Staff development  
**2-** End of 4<sup>th</sup> quarter; Last day of school; ½ day for students; staff development  
**5-6-** Staff development

**2-** Staff development day; no school for students  
**3-** Students return  
**6-** End of 2<sup>nd</sup> quarter  
**11-** Report Cards sent home  
**13-** ½ day for all  
**16-** MLK holiday- school closed  
**17-** School resumes for all

JANUARY '23						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

**Possible Make-Up Days:**  
**October 11, February 21, March 13, April 10**  
 \*any non-instructional day, including Saturdays & holidays, may be considered a make-up day due to school cancellation.



*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.*